

Job Title: Head of A Level Mathematics

Responsible to: Head of Teaching and Academic Studies

## **Duties and Responsibilities**

### **College Leadership & Management**

1. To be responsible for the day to day operation of the A Level mathematics provision including:
  - (a) The efficient and effective allocation and use of resources;
  - (b) The monitoring of in-year achievement of students;
  - (c) The implementation of quality assurance procedures within the A Level mathematics curriculum.
2. To implement systems which ensure the achievement of performance targets.
3. To work in collaboration with the Head of Teaching and Academic Studies and external organisations to ensure the curriculum meets exam board requirements and prepares students for HE study.
4. To respond to developments in the department at national, regional and local levels.
5. To provide appropriate advice and guidance to prospective students and to interview prospective students as required.
6. To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal area of work.
7. To receive feedback on performance including through the staff review process and to promote and undertake opportunities for continuous professional development.
8. To contribute to the marketing activities in line with College marketing strategies.
9. To ensure the continued relevance of course provision and delivery to meet the needs of students.

10. To ensure that the student environment is of the highest possible quality.
11. To comply with the College's Health & Safety Policy, Sustainable Development Policy and Equality/Diversity Policy.
12. To be responsible for promoting and safeguarding the welfare of children and young persons that this post is responsible for, or comes into contact with.
13. To carry out the duties of the post in line with the College's Equality & Diversity Policy and to promote equality of opportunity within the College.
14. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.
15. To undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

### **Teaching, Learning and Assessment**

16. To develop and implement teaching and learning strategies which deliver high student success in the A Level mathematics department
17. To place teaching, learning and assessment at the heart of the operational practices of the A Level mathematics department.
18. To contribute to learning communities within the A Level Department to promote innovative teaching and learning strategies
19. To lead the curriculum programme in A Level mathematics

You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & Leigh College conducts its business.

### **Required Qualifications**

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Degree or relevant vocational/professional qualification at a minimum of Level 3
- Recognised teaching qualification

## **Required Knowledge and Competencies**

Knowledge of:

- Equality and diversity and health, safety and environmental issues
- Word, Excel, Access, Powerpoint and marketing strategies

Awareness of:

- Current issues affecting the Further Education sector local and national education and training needs of the local population
- Understanding of the pastoral role
- Knowledge and understanding of good teaching and learning practices and quality assurance

Evidence of:

- A successful track record in achieving high results with A Level students
- Commitment to continuous professional development

Ability to:

- Manage resources effectively and efficiently
- Liaise/communicate with a broad spectrum of individuals and external agencies
- Meet deadlines
- Proven ability to implement quality procedures
- Proven competence of delivery in the appropriate curriculum area
- Proven competence in developing services in response to business and/or community needs
- Active membership of cross College teams

## **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at [www.gov.uk](http://www.gov.uk)