



Information for applicants

Application for the Post of: **Head of Mathematics Faculty**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **9a.m. on Monday 30 April 2018.**

Included in this pack is some information about the department, an outline job description and a person specification.

You will also find a link to the following forms which need to be completed and returned to the H.R. Department at the email address given on the forms:

1. Application Form (please do not replace with your CV)
2. Criminal Record Declaration Form
3. Equal Opportunities Policy and Form

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Jenny Anderson
H.R. Manager



Mathematics at Wyke College

We are looking for an outstanding and enthusiastic Head of Mathematics Faculty. You will have high expectations, always seeking to maximise the achievements of students and prepared to go the extra mile to support each individual's progress.

The team currently comprises one part time and five full time teachers.

The courses we offer are:

A-Level Year 1	Mathematics	10 classes
A-Level Year 2	Mathematics	8 classes;
A-Level Year 1	Further Mathematics	1 class
A-Level Year 2	Further Mathematics	2 classes;
Level 3 Certificate	Core Maths	1 class
GCSE Mathematics	Foundation	7 classes
2yr GCSE Mathematics	Foundation	3 classes
GCSE Mathematics	Higher	1 class
AEA / STEP	Mathematics	1 group

Classes take place in a suite of five rooms on the first floor of the Wilson Building and one on the ground floor. All teachers in the department have a workroom base shared with staff in other subject areas within the Faculty.

We run support sessions every lunchtime and often put on sessions within the holiday periods.

The enrichment we offer includes a series of lunchtime speakers from industry and universities. We run a trip to the Maths Inspiration Event in Leeds every year. A few years ago we started an annual Florence Maths Visit, for up to 20 students.

We always enter a team for the Senior Mathematics Challenge. In past years we have come first and second in the regional competition of the Senior UKMT Maths Challenge. We regularly have students taking part in the first round of the British Mathematical Olympiad.

The department continues to grow in strength and confidence. This strength is reflected in student recruitment, in raw result outcomes and in value added data.

The great majority of our students go on to further education; over 50% of our 2015/16 are studying maths / engineering / finance degrees, and about 1/3 are on medicine / science based courses. Many of these at Russell group universities.

It is the enthusiasm and commitment of staff that characterise the department's work; helping every student to achieve their full potential. We seek another teacher to be a key part of our team as we build upon our performance and success.

JOB DESCRIPTION

Job Title :	Head of Faculty
Postholder's name:	
Reporting to :	Vice Principal as allocated
Member of:	Heads of Faculty group / Faculty meetings
Overall purpose:	<p>To lead in the teaching of your subject area and oversee other courses within the faculty, ensuring the development and maintenance of effective learning. This is a key managerial role in the College, where responsibility lies for implementing whole College aims and policies in day-to-day activity, ensuring the high quality of teaching and learning and clear communications throughout the faculty.</p> <p>As a classroom teacher you perform professional duties as are reasonably assigned by the Principal. These duties are set out in the Professional Duties of Teachers.</p>
Policy and procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including Health and Safety, appraisal and promoting equality of opportunity.
Key duties: Lead in the teaching of courses within the faculty. You will:	
Management:	<ul style="list-style-type: none"> • Line manage staff, including those leading courses, within the faculty as appropriate • take direct responsibility for the management of some courses • ensure appropriate quality assurance mechanisms are in place within the faculty and that progress assessments are completed to the required standard • ensure the accurate and timely completion of self-assessment reports and action plans for departments within the faculty. • assess the effectiveness of teaching and learning on a continuous basis, producing annual reports and plans for improvements • advise on effective ways of monitoring performance in teaching and learning • ensure effective co-ordination of teaching and learning through regular formal and informal meetings with relevant staff • be responsible for cascading communications through the faculty and passing views from faculty members to senior management • develop and monitor the implementation of course policies, in accordance with whole College policies where necessary • provide relevant health and safety guidelines and monitor their implementation • produce, update and oversee implementation of risk assessments within the faculty
Teaching and Learning:	<ul style="list-style-type: none"> • teach in an exemplary manner • develop and sustain excellent teaching and learning practices within the faculty to enable all students to achieve their academic and personal potential

	<ul style="list-style-type: none"> investigate and develop the uses of new teaching and learning technologies and ensure best practice and ideas are shared promote links and opportunities for students which provide an exciting supplement to classroom teaching advise and guide any members of a team to ensure appropriate coverage of the curriculum make appropriate arrangements to ensure that students' learning continues in the event of the absence of a member of staff produce schemes of work produce and retain all relevant course documentation
Student Achievement:	<ul style="list-style-type: none"> work closely with the Tutors to ensure optimum student outcomes contribute to the setting of targets in a range of performance indicators monitor completion and retention rates monitor class size analyse reasons for non-completion of courses monitor examination results (raw and value-added)
Curriculum:	<ul style="list-style-type: none"> contribute to the development of the College curriculum advise colleagues on developments respond to new developments choose course specifications, in consultation with teachers where appropriate provide advice on the conduct of public examinations and oversee any subject specific arrangements liaise with the MIS office over curriculum structure, examination entry, student records, and other matters develop curriculum links with partner schools work closely with other Heads of Faculty to develop cross-curriculum activities to the extent that work experience plays a part in the course, liaise with the College Careers Co-ordinator to ensure that proper arrangements, including insurance, are in place.
Student Support:	<ul style="list-style-type: none"> guide students in matters of learning, acting as a first point of student referral for staff teaching in the subject ensure appropriate systems for capturing student voice are in place within the faculty advise guidance staff on course content and entry requirements plan and ensure the successful completion of induction programmes ensure the provision of subject and assessment guides to students advise on the appropriate support for students who have specific learning needs, ensuring that reasonable adjustments to meet those needs are offered and provided within the teaching liaise with counterparts in partner schools, where appropriate provide advice on progression to Higher Education in related courses
Recruitment:	<ul style="list-style-type: none"> lead on liaison work with schools for subjects within the faculty provide entries for the College prospectus, course descriptions, web site and other publicity material promote the courses at College open evenings and other recruitment events, offering appropriate guidance to prospective students initiate and develop links with the community which serve both to provide students with opportunities for experience and enterprise and showcase the College's work
Staffing and Resources:	<ul style="list-style-type: none"> provide advice on staffing needs assist in the appointment of staff assist in the induction of staff who will teach these subjects provide advice and guidance as a mentor to teachers as appropriate

	<ul style="list-style-type: none"> • advise on, and promote, the professional development of staff teaching these subjects • evaluate staff development activity • supervise the work of any trainee teachers • advise on specialist equipment and other resources needed to support teaching and learning • organise and oversee the use and storage of equipment and stock • ensure that rooms used for teaching the course present a stimulating, sufficiently resourced environment for students • monitor expenditure of funds allocated • participate in College appraisal and performance management schemes
Other duties :	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
Remuneration:	Main scale plus RA of £3,500 £5,000 (plus R&R premium if appropriate)
Hours:	Full time

Person Specification – Head of Faculty

Essential qualities	Desirable qualities
Highly successful experience of teaching 16-19 year olds, evidenced by student outcomes.	
Thorough understanding and experience of learning and teaching practice for A Levels.	
Previous successful leadership experience in teaching 16-19 year olds, with evidence of high value-added and success.	
Excellent written, verbal communication and subject/ course management skills.	Recent management / leadership training.
Ability to inspire and guide enthusiasm for learning in students and staff.	
Skill in inciting and driving participation in subjects and celebration of student achievement.	Experience in projects and activities designed to achieve these things.
Expertise in subject areas including knowledge of progression routes and effective guidance for progression.	Evidence of expertise and proven track record in progression guidance of students
Ability to assess the quality of teaching and learning, plan for their improvement and monitor the implementation rigorously.	
A clear track-record in leading in out-reach, networking and collaborative work in the subject.	
A clear track-record in planning, maintenance and development of outstanding learning environments and contributing to planning for the wider college where necessary.	
A positive outlook and determination to optimise outcomes in response to specific opportunities or challenges.	Recent experience of successful management of change to bring about improvement.
Intellectual flexibility and curiosity.	Evidence of exemplifying these.
A determination to ensure equal opportunity for the full diversity of learners.	Recent training in issues of equality and diversity
Professional, resilient and positive	
Honours degree in an appropriate discipline and teaching qualification to the level required for the sector.	Achievement and/or qualification beyond degree level.
Genuine care for, and ability to ensure, the welfare and high achievement of students	Training in safeguarding of young people
Excellence in both classroom practice and production of teaching materials demonstrating creativity and innovation.	
Commitment to team-work and responsive organisation of work	