



# Information for Candidates



Dear Candidate,

Working at Wigan UTC has given me the opportunity to provide young people with a unique academic and specialist education experience. Working in partnership with Universities and prestigious local and multinational companies we blend traditional academic excellence with pioneering extra-curricular opportunities that prepares our students for the workplace and higher education.

Our business partners and facilities inspire all students to achieve. We are clearly focussed on developing the next generation of engineers, scientists, health care professionals and designers, who together will help to solve the global challenges that lie ahead of us by becoming the innovators and enterprising employees of tomorrow.

At the heart of every decision we make here is our promise to students and their families. Successfully complete your programme of study here and we guarantee for you a job, apprenticeship or university place.

To me, this is the real driver of social mobility, and the opportunity to deliver an education experience that improves the lives of our young people.

If you feel passionate about your role in supporting young people to make exceptional academic progress, and to achieve their career aspirations, then please do continue to read this pack and to make an application to join us.

I look forward to hearing from you,

Elaine Delahunt

Principal

## Appointment Process

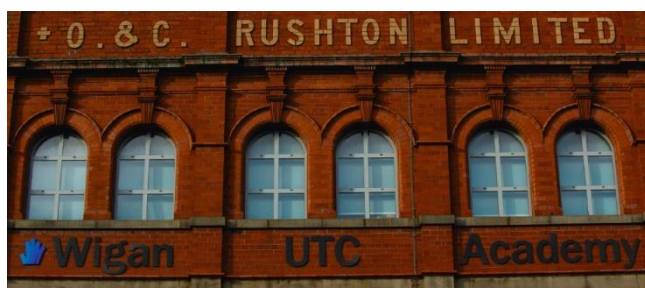
Applicants are welcome to visit the UTC, be taken on a tour and meet a member of the senior staff. Please contact Sarah Syers, at [ssyers@wiganutc.org](mailto:ssyers@wiganutc.org) or 01942 614 440 to make arrangements



Applicants who have not heard from us within two weeks of the deadline should assume they have been unsuccessful in being shortlisted.

Wigan UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

## Wigan UTC



Wigan UTC is a high performing, non-selective specialist Engineering College for students aged 14-19. As one of 16 opened nationally in 2013, we have demonstrated that it is possible for education to work hand in hand with industry and higher education to ensure life changing opportunities for students.

As we go into our fifth year, we are proud to have secured a good Ofsted rating. Our results are improving and we have again ensured a 100% pass rate at KS5. We are making solid progress with a comprehensive intake of students and are pushing harder for ever better results. Most importantly, we ensure decisions we make about the learning programmes for our students are entirely driven by their future career plans and we do everything possible to support them to achieve their goals.

A key advantage of attending Wigan UTC is our excellent links with leading technology companies, universities and businesses such as Network Rail, Murr Elektronik and Siemens. We are most proud of our success in delivering our No NEET promise to students and their parents. So far we have had students achieve places at Chester University to study Computer Games Development, Sheffield Hallam University and Degree Apprenticeships with National Grid, Hanson Aggregates and Jaguar Land Rover; Higher Apprenticeships with United Utilities, MBDA, Electricity NW and Kone; Cloud Software Engineering Apprenticeship with UK Fast; an Automotive apprenticeship with Leyland Trucks and an apprenticeship with our employer partner Siemens. We are delighted to have been able to broker these opportunities for our students, and ensure the experience of every student here is equivalent to students in independent schools. We are equally proud of all students and demonstrate the value of each route to their futures.





We have an innovative approach to teaching and learning, and place massive importance on the value of investing in the development of our staff team both professionally and personally. We have high expectations for teaching and learning and operate within a

professional and respectful organisational culture. There is a focus on quality planning, marking, sound knowledge of curriculums, use of data and most importantly building relationships with students. A career within the Northern Schools Trust will offer many opportunities.



Behaviour is exceptional at Wigan UTC. Students and staff share an ethos of 'Every day is an interview'. This supports students to understand and operate within a professional business like culture which helps them to progress into future opportunities within the world of work. This means we are able to celebrate appropriate professional behaviours and do not need to rely on sanctions like detentions.

The UTC offers an incredible range of extended experiences that allow students to thrive. This will ensure they are equally well prepared both professionally and socially to make applications to the most competitive universities and employers. We use the capacity and scale of the trust to ensure our students have access to networks of employers, academics and public sector organisations. We expect our teaching teams to be flexible to ensure students can benefit from the range of experiences we can coordinate on their behalf.

## JOB DESCRIPTION

<b>Post Title:</b>	<b>TEACHER</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>◆ To contribute effectively to the work of the UTC and to the achievement of its mission.</li> <li>◆ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>◆ To contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students.</li> <li>◆ To actively safe guard and promote the welfare of students in the UTC</li> </ul>
<b>Reporting to:</b>	Curriculum Leader.
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Support staff other teachers other professionals
<b>Salary/ Grade:</b>	MPS
<b>MAIN (Core) DUTIES</b>	
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>◆ To contribute to the whole UTC's planning activities.</li> <li>◆ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.</li> <li>◆ To plan and prepare courses and lessons.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>◆ To assist the Curriculum Leader to ensure that the curriculum area provides a range of courses which will complement the UTC's strategic objectives.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>◆ To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the UTC's Mission and Strategic Objectives.</li> </ul>
<b><u>Staffing</u></b> <b>Staff Development</b>  <b>Recruitment / Deployment of Staff</b>	<ul style="list-style-type: none"> <li>◆ To take part in the UTC's staff development programme by participating in arrangements for further training and professional development.</li> <li>◆ To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>◆ To participate in the Performance Management process.</li> <li>◆ To work as a member of a designated team and to contribute positively to effective working relations within the UTC.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>◆ To help to implement UTC quality procedures and to adhere to those.</li> <li>◆ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed UTC procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>◆ To review from time to time methods of teaching and programmes of work.</li> <li>◆ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and academic mentoring functions of the UTC.</li> </ul>

<b>Management Information and Administration</b>	<ul style="list-style-type: none"> <li>◆ To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS.</li> <li>◆ To complete the relevant documentation to assist in the tracking of students.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>◆ To communicate and consult with the parents of students.</li> <li>◆ Where appropriate, to communicate and co-operate with internal/external individuals and bodies as appropriate.</li> <li>◆ To follow agreed policies for communications in the UTC.</li> <li>◆ To show an active and personal commitment to safeguarding students by communication any issues that may arise</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>◆ To take part in marketing and liaison activities such as Open Evenings and liaison events with primary schools.</li> <li>◆ To help with the interviewing of prospective students.</li> <li>◆ To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>◆ To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>◆ To assist the Curriculum Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>◆ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the UTC, department and the students.</li> </ul>
<b>Academic Mentoring System</b>	<ul style="list-style-type: none"> <li>◆ To promote a safe environment for all students as part of the safeguarding agenda</li> <li>◆ To promote the general progress and well-being of individual students.</li> <li>◆ To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of UTC life.</li> <li>◆ To undertake regular personal review interviews with students to assist in evaluating their progress and development and in identifying and monitoring personal action plans.</li> <li>◆ To evaluate and monitor the progress of students and keep up-to-date the individual student progress file and other records as may be required.</li> <li>◆ To contribute to the preparation of Records of Achievement/ profiles and other reports, including the drafting of references.</li> <li>◆ To alert the appropriate Curriculum Leader to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>◆ Monitor course work and targets and report any falling off of performance</li> <li>◆ Monitor merits rewards and sanctions and undertake appropriate actions</li> <li>◆ To support the activities of the House and take part in events.</li> <li>◆ To deliver the Academic mentoring programme.</li> <li>◆ To contact the parents, via the Head of House curriculum leader or House manager to keep them informed of any difficulties and problems experienced.</li> </ul>

<b>Teaching</b>	<ul style="list-style-type: none"> <li>◆ To teach, according to their educational needs, including the setting and marking of work to be carried out by the student in the UTC and elsewhere.</li> <li>◆ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>◆ To undertake a designated programme of teaching.</li> <li>◆ To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>◆ To prepare and update subject materials.</li> <li>◆ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>◆ To make extensive use of the ICT facilities that are available to enhance teaching and learning.</li> <li>◆ To contribute to the development of the materials on the VLE</li> <li>◆ To maintain discipline in accordance with the UTC's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>◆ To undertake assessment of students as requested by external examination bodies, departmental and UTC procedures.</li> <li>◆ To mark, grade and give written/verbal feedback as required.</li> <li>◆ To ensure that all cross curricular aspects such as Citizenship are delivered according to the UTC's plan and that these are assessed and recorded.</li> </ul>
<p><b>UPS 1,2,3</b> It is the role of post threshold teachers to support others younger in the profession to gain the necessary skills to pass through the threshold or to move higher in expertise. It is therefore expected that each member of staff will contribute towards the development of the practice of colleagues and be supportive of them so that that the base of knowledge is shared and our expertise as a UTC grows. UPS 1,2 and 3 are deemed to be good and very good practitioners and the quality of their work should be always commensurate with that expectation</p> <p><b>Enhanced DBS for all roles</b></p> <p style="text-align: center;"><b>OTHER SPECIFIC DUTIES</b></p> <p>This job description is current at the date shown but, in consultation with you, may be changed by the Principal.</p>	

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## **PERSON SPECIFICATION**

### **TEACHER**

#### **QUALIFICATIONS**

*Essential*

- Relevant professional qualifications - Degree level or equivalent
- Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection and safeguarding of children and young people
- Displays commitment to the protection and safeguarding of children and young people
- Teaching Certificate

<b>SKILLS / KNOWLEDGE / QUALITIES</b>
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## **1. Teaching**

To be a good very good or excellent teacher

Management of Learning

*Essential*

1. Commitment to and ability to support the distinctive ethos of the UTC
2. very good communication skills
3. Planning and organisational skills
4. Ability to relate well to staff, students and parents
5. Values and respects the views and needs of children and young people
6. Has good ICT skills which can be used in teaching for learning and good presentational skills
7. Is resilient and demonstrates ability to work well under pressure. Manages time effectively
8. Ability to be a fully integrated team member and be adaptable and flexible in approach to meet the needs and aspiration of the students .
9. Is committed to personal and professional development. Is reflective and learns form past experiences.
10. Is willing to work within the organisational procedures and processes to meet the required standards for the role
11. Has problem solving analytical and negotiating skills

## **2. Curriculum**

*Essential*

1. Good understanding of the relevant curriculum area
2. Willingness to keep up-to-date on issues concerning curriculum development
3. Willingness to participate in the evaluation and monitoring of the relevant curriculum area(s) and quality assurance procedures
4. Willingness to identify and implement action points for improvement
5. Ability to maintain confidentiality where appropriate

## **3. Staff**

*Essential*

1. Willingness to participate in Personal Development Review and Staff Development procedures.
2. Commitment to equality of opportunity and fair treatment for all staff and students.



3. Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances
4. Willingness to undertake training to complete individual training needs.
5. Willingness to contribute to the design and delivery of staff development programmes.

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