

INFORMATION PACK



WORKING AT WYKE SIXTH FORM COLLEGE

INTRODUCTION

Application for the Post of: Curriculum Director

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 **12 noon 10th October 2025**. Interviews will be held on **Wednesday 15th October 2025**. Included in this pack is some information about the Faculty, an outline job description and a person specification.

For further details and to access the application portal please see below or visit www.wyke.ac.uk/about-wyke/staff-vacancies. If you have any queries about applying for the role, please contact personnel@wyke.ac.uk, or call 01482 346347.

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, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. We will endeavour to respond to applicants within four weeks of the closing date, often much sooner.

Yours sincerely

Shell Clarkson

Head of H.R.

#MakeItHappen

www.wyke.ac.uk

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, North Lincolnshire and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2500 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful Vocational CTEC and BTEC (VOC) courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or VOC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips
- Employee Assistance Programme

THE HASS FACULTY

AT WYKE SIXTH FORM COLLEGE

The Curriculum Director role is responsible for the Humanities and Social Science faculty. The faculty consists of A level Law, History, Government Politics, Religious Studies, Psychology, Sociology and Geography, and Applied Law and WJEC Criminology.

Across the faculty there are approximately 700 students enrolled on 9 the courses and 26 specialist teaching staff. The departments are led by Head of Subjects; the Curriculum Director is responsible for the line management of the 9 Head of Subjects and Deputy Head of Subjects. The role aims to lead staff, both directly and indirectly, ensuring a positive leadership culture is demonstrated throughout the faculty.

The Heads of Subject's and teaching team have enthusiasm for their subjects and aim to maximise the full potential of all students. These teams also have a strong commitment to sharing good practice, monitoring and supporting student progress and providing high quality, focused resources. The departments work collaboratively to ensure students across both courses are supported and have access to high quality provision.

There are dedicated teaching rooms which are spacious and well resourced, providing the latest in teaching and learning aids. The departments continue to develop online resources for use by colleagues which includes study guides, workbooks, standardised assessments and Microsoft Teams. They also provide a rich online resource for students to access revision materials and assignments.

The departments also organise regular extra-curricular activities to enrich student experience. These include annual trips to London, New York and San Franisco. There is also a well-developed programme of guest speakers, including solicitors, barristers, and sociologists. Successful Pre-Law and Pre- Social Science academic enrichments are in place to further support students in their next steps. All students are also encouraged to engage fully with wider College enrichment activities. The Curriculum Directors role is to ensure the 'Wyke Experience' is developed across each of the departments.

JOB DESCRIPTION

Job Title :	Curriculum Director (Careers Enrichment Tier Two Pre-Programme)
Postholder's name:	
Reporting to :	Vice Principal (Curriculum)
Overall Purpose:	<p>To oversee all courses within the faculty, ensuring the development and maintenance of effective teaching and 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>To design and coordinate the Careers Enrichment Tier Two Pre-Programme working with the relevant Assistant Principal to ensure high quality provision.</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

<i>Membership of CLT:</i>	<ul style="list-style-type: none"> • Contribute to operational decision making for the college • Represent and uphold the college values • Deliver the strategic plan • Lead others for excellence, both within your areas of responsibility and beyond, setting high expectations and providing high levels of support. • Promote our positive culture of aspiration, hard work, respect and care.
<i>Leadership:</i>	<ul style="list-style-type: none"> • Lead in the teaching of courses within the curriculum area. You will: • lead staff, both directly and indirectly, ensuring a positive leadership culture is demonstrated throughout the faculty • take direct responsibility for leading courses as needed • 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.

JOB DESCRIPTION

	<ul style="list-style-type: none"> • 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 • facilitate positive two-way communications through the faculty with senior and middle management colleagues • develop and monitor the implementation of course policies, in accordance with whole College policies where necessary • work in partnership with Pastoral Directors to ensure curriculum and pastoral processes are mutually supportive. • work closely with the wider pastoral team to ensure optimum student outcomes • contribute to the setting, monitoring and responding to targets in a range of performance indicators • analyse and respond appropriately to data including examination results (raw and value-added) and student completion and retention rates • 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 • 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
Curriculum:	<ul style="list-style-type: none"> • contribute to the development of the College curriculum, advising colleagues on developments • choose course specifications, in consultation with teachers where appropriate • provide advice on the conduct of public examinations and oversee any subject specific arrangements

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	<ul style="list-style-type: none"> • 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 • ensure that all students receive consistent, substantial IAG and the opportunities to engage with next steps providers in each subject and those on a 2+ block vocational course have a substantial work placement/employer engagement programme • develop curriculum links with partner schools • work closely with other Heads of Faculty to develop cross-curriculum activities • ensure that all students receive consistent, substantial IAG and the opportunities to engage with next steps providers in each subject and those on a 2+ block vocational course have a substantial work placement/employer engagement programme
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 administrative 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
Staff and Resources :	<ul style="list-style-type: none"> • provide advice on staffing needs • assist in the appointment and ensure appropriate induction of new members of staff

JOB DESCRIPTION

	<ul style="list-style-type: none">• provide advice and guidance as a mentor to team members as appropriate including supervising trainee and early career teachers• ensure high quality performance discussions are held and that College processes are followed throughout the faculty• champion and facilitate appropriate staff development activity and subsequent implementation throughout your faculty and beyond• support team members in maintaining positive mental health and well-being in relation to work, accessing training and advice when needed and signposting on as appropriate• 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• appropriately manage budgets allocated
Careers Enrichment (Tier 2 Pre-Programme)	<ul style="list-style-type: none">• To be defined with the relevant Assistant Principal
Other Duties:	<ul style="list-style-type: none">• 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.

PERSONAL SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications			
Honours degree in an appropriate discipline and teaching qualification to the level required for the sector.	Y		A
Achievement and/or qualification beyond degree level.		Y	A
Knowledge			
Expertise in subject areas including knowledge of progression routes and effective guidance for progression.	Y		A,I
Excellence in both classroom practice and production of teaching materials demonstrating creativity and innovation.	Y		A,I
Experience			
Highly successful experience of teaching 16-19 year olds, evidenced by student outcomes.	Y		A,I
Previous successful education leadership experience, with evidence of supporting others to achieve high value-added and success.		Y	A,I
Thorough understanding and experience of learning and teaching practice for A Levels/BTEC.	Y		A,I
Recent experience of successful management of change to bring about improvement		Y	A,I
Achievements			
Recent management / leadership training.		Y	A
Recent training in issues of equality and diversity		Y	A
Training in safeguarding of young people		Y	A,I
Evidence of expertise and proven track record in progression guidance of students		Y	A,I
A clear track-record in leading in out-reach, networking and collaborative work in the subject.		Y	A,I
Skills and abilities			
Excellent written, verbal communication and subject/ course management skills.	Y		A,I
Ability to inspire and guide enthusiasm for learning in students and staff.	Y		A,I
Experience in projects and activities designed to achieve these things.		Y	A,I
Ability to assess the quality of teaching and learning, plan for their improvement and monitor the implementation rigorously.	Y		I
A clear track-record in planning, maintenance and development of outstanding learning environments.		Y	I
Highly organised individual	Y		I
Personal qualities			
A positive outlook and determination to optimise outcomes in response to specific opportunities or challenges.	Y		A,I
Intellectual flexibility and curiosity.	Y		I
A determination to ensure equal opportunity for all learners.	Y		I
Professional, resilient and tenacious	Y		I
Genuine care for, and ability to ensure, the welfare and high achievement of students	Y		A,I
Commitment to team-work and collaboration	Y		A,I

FURTHER INFORMATION CONTACT

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#WeAreWyke #MakeltHappen



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Wyke
SIXTH FORM COLLEGE

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