

A person with long hair, wearing a green and white patterned top and a purple lanyard, holds a small globe in front of a large world map. The globe shows the Americas. The person's left hand, with red nail polish and a ring, is visible holding the globe. The background is a large world map.

Wyke
6TH FORM COLLEGE

Information for Applicants



Introduction

Application for the Post of: **Head of IT and Computing**

Thank you for your interest in the above post. I hope you find the following information useful, and that you are encouraged to apply. Please note the closing date for received applications is **9am Monday 1st March 2021**.

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:

Application Form (please do not replace with your CV)

Criminal Record Declaration Form

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

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, 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 2150 students and around 200 members of staff. We offer a wide range of A-level courses as well as some highly successful BTEC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or BTEC 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 is being revised for the 2019/20 academic 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.

Teachers are members of the Teachers' Pension Scheme and support staff the Local Government Pension Scheme unless they opt out. Our teaching pay scale is very similar to the school scale, with Responsibility Allowances performing a similar function to TLRs. We also have a Cycle to Work Scheme.



Computing at Wyke Sixth Form College

This is an exciting opportunity to work on a completely redeveloped campus in specialist classrooms. The college has a good Computing department that is in the process of transition. With a track record of leavers going on to excellent destinations either directly from completion of their studies or via University within the IT sector. The courses currently offered within the department are:

CTE C	Computing level 3 Extended Certificate	2 classes
BTEC	Computing level 3 Subsidiary Diploma Year 2	2 classes
BTEC	Computing level 3 Extended Diploma Yr2	1 class
CTE C	Computing level 3 Extended Diploma Yr 1	1 class

Staffing across the department comprises two full time members of staff. There are specialist's in all areas and all teachers are expected to contribute across the department according to demand. We pride ourselves on being dynamic in the structure and delivery of these courses.

The dedicated teaching rooms of the ASH building provide an excellent environment for teaching and learning along with well organised and up to date resources.

Computing is currently taught in two specialist rooms with relevant applications installed onto all of the student PC's. There is another IT resource area located near these classrooms as-well as other bookable IT facilities across the college.

Courses are a mixture of both RQF and QCF specifications meaning that most work is continual self-assessment, however from September 2021 all courses will be on the RQF (CTEC) specification (2016) and will feature externally set and externally assessed units, last year all of our students on level 3 courses attained in the top 25% nationally.

We have a vacancy for a dynamic Head of subject with a wide range of experience both within education and the wider digital industry. The successful candidate will have the desire to further develop the academic successes offered to learners as well as wider experiences within the digital industry.

Knowledge of a wide range of programming languages are desirable alongside experience of planning and delivering OCR CTEC, and computer science A level.

Job Description

Job Title :	Head of Subject
Postholder's name:	
Reporting to :	Curriculum Director
Overall Purpose:	The following duties shall be deemed to be included in the professional duties which a teacher employed by Wyke Sixth Form College may be required to perform.
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	
Teaching:	<ul style="list-style-type: none"> a) planning and preparing courses and lessons; b) teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere; c) assessing, recording and reporting on the development, progress and attainment of students, in each case having regard to the curriculum for the College.
Other activities:	<ul style="list-style-type: none"> a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you; b) providing guidance and advice to students on educational and social matters and on their further education and future careers; including information about sources of more expert advice on specific questions; making relevant records and reports; c) making records of and reports on the personal and social needs of students; d) communicating and consulting with the parents of students; e) communicating and co-operating with persons or bodies outside the college; f) participating in meetings arranged for any of the purposes described above.
Assessments and reports:	Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
Appraisal and Staff Development:	<ul style="list-style-type: none"> a) participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2) (c) of the College's Articles of Government; b) reviewing from time to time your methods of teaching and programmes of work; c) participating in arrangements for your further training and professional development;

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Educational methods:	Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
Discipline, health and safety:	Maintaining good order and discipline among the students, safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
Staff meetings:	Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.
Cover:	<p>Supervising and so far as practicable teaching any students whose teacher is not available to teach them:</p> <p>Provided that no teacher shall be required to provide such cover:</p> <p>a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or</p> <p>where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced; unless:</p> <ul style="list-style-type: none"> i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher'); or ii) the college have exhausted all reasonable means of providing a supply teacher to provide cover without success; or iii) she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the college.
Public examinations:	Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
Management:	<ul style="list-style-type: none"> a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers; b) co-ordinating or managing the work of other staff; c) Taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.
Administration:	<ul style="list-style-type: none"> a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials; b) attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

Job Description

<i>Other duties :</i>	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.
<i>Remuneration:</i> <i>Hours:</i>	SFCA Teaching Scale plus Responsibility Allowance Range 1 Full time



Personal Specification

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 and BTEC.	Previous successful leadership experience in teaching 16-19 year olds, with evidence of high value-added and success.
Excellent written and verbal communication 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
Potential to assess the quality of teaching and learning, plan for their improvement and monitor the implementation rigorously.	
	A track-record in leading 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 department where necessary.	
A positive outlook and determination to optimise outcomes in response to specific opportunities or challenges.	
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	8

Further Information Contact

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Wyke TV