

Curriculum Leader of Mathematics

INFORMATION PACK



FULLHURST COMMUNITY COLLEGE
EST. 1991

www.fullhurst.leicester.sch.uk

Transforming Lives

Dear Applicant,

It is a privilege to introduce ourselves as Acting Principals of Fullhurst Community College and to thank you for expressing an interest in working with us. We are proud to serve a diverse community of over 1275 students, aged 11-16 years, on our two large campuses in south west Leicester.

As a school we passionately believe in making a positive difference to the lives of our students who come from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, it is imperative that all our staff work together to improve the life chances of the students that come to our school. Within our context the progress students make at Fullhurst is exceptional, something which was recognized in our most recent Good Ofsted inspection which states; *"There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable."*

As a school, we are very proud that in recent years we have been recognized as Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year, Healthy Schools of the Year and were shortlisted for the Pearson's 2018 National School of the Year.

Due to both the success and the popularity of the college, Fullhurst has been expanding in student numbers over the past three years. At the start of the next academic year our expansion in numbers will be complete and we will accommodate 1500 students across our two sites. Our recently built Fosse Campus, is the base for Years 7 and 8 and over the road our Imperial Campus, is the base for Years 9,10 and 11.

If you want to be part of our continued success and believe in improving the life chances of young people from disadvantaged backgrounds, we look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position. If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email recruitment@fullhurst.leicester.sch.uk. Unfortunately, at present we cannot arrange visits to the college, but there are virtual tours of both sites on our website.

Thank you again for expressing an interest in joining our team of amazing staff at Fullhurst.

Yours faithfully,

C Bailey and C Heal
Acting Principals



FULLHURST COMMUNITY COLLEGE

Reasons to **join our team**



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

WE LISTEN TO OUR STAFF

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

WE VALUE OUR STAFF

We have an active group of staff who form our Wellbeing Committee who work to ensure that effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. "Staff value the support they receive from senior leaders as well as the focus on their well-being." Ofsted January 2018



WHAT WE CAN OFFER YOU:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.

What **staff have to say** about FULLHURST COMMUNITY COLLEGE

“When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work.”

Mrs C Bailey
Acting Principal



“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future.”

Mr T Jones
Fosse Campus Leader for Communications

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

Miss T Marlow
Science Technician



What **staff have to say** about FULLHURST COMMUNITY COLLEGE

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird

Teacher of PE, Year 10 Standards Leader

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".



Mr S Willcock

Deputy Principal

FULLHURST COMMUNITY COLLEGE

Recruitment *Advertisement*



FULLHURST
COMMUNITY COLLEGE
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Post title: Curriculum Leader of Mathematics

Salary: Leadership Scale 8-12 (£50,151 - £55,228)

Contract type: Full time and Permanent

Responsible to: Deputy Principal

We are seeking a full-time, enthusiastic and experienced Curriculum Leader of Maths. The core purpose of the role will be to have overall responsibility for teaching and learning, standards and progress and to secure better learning and progress through improving the quality of teaching within the Maths department.

As a college, we are very proud to have been the Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year and shortlisted for the Pearson's 2018 National School of the year. Within our context the progress students make at Fullhurst is exceptional, something recognised in our most recent Ofsted inspection which stated: 'There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area'.

We passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds we look forward to receiving your application.



Further details, including the application form, are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to The Principal, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

CLOSING DATE: FRIDAY, 5TH MARCH 2021 at 9.00AM

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.



Post title: Curriculum Leader

Salary: Range L8 – L12

Contract type: Full time and permanent

Responsible to: Identified member of the Senior Leadership Team

Framework

The professional duties of all teachers, (other than the Principal) are set out in the School Teachers Pay and Conditions document (STPC) and describe the duties required of all main scale posts. In addition the description of the requirements of the post of Curriculum Leader at Fullhurst Community College, in accordance with the criteria for posts on the leadership spine, have been set out below.

Core purpose of the post (Reporting directly to Deputy Principal)

- Overall responsibility for teaching and learning.
- Overall responsibility for standards and progress.
- Secure better learning and progress through improving the quality of teaching.

Key accountabilities (Liaising with Leaders for Teaching and Learning/Standards and Progress)

- Understand the college aims, vision, priorities, targets and improvement plans and ensure that these are promoted and implemented in the subject area.
- To provide professional leadership and management for a subject. To secure high quality teaching and learning, effective use of resources and improved standards of achievement for all students.
- To respond to actions from the Teaching and Learning Leader and the Standards and Progress Leader.
- To co-ordinate the development and delivery of a range of work related qualifications within the domain at level 1, level 2 and level 3 where appropriate.
- Develop, promote and ensure implementation of quality assurance of Schemes of Work (SoW), teaching and learning as a result of lesson observations, monitor and evaluate the progress made towards achieving the subject area's improvement plans and targets via regular update to departmental Self Evaluation Forms (SEF).
- Understand statutory aspects of education and how they apply in the subject – Special Educational Needs and Disability (SEND) code of practice, equal opportunities, health and safety etc.
- Analyse results of external examinations and prepare reports as required.
- Ensure Initial Teacher Training (ITT) students, NQTs and staff new to the school receive appropriate support within the subject area and curriculum domain and convene and chair meetings on a regular basis.
- To play a key leadership role and to make a major contribution to the development of the college; to lead, develop and enhance teaching and achievement of learners.
- To support the development and provision of an appropriately broad, balanced, relevant and differentiated curriculum for students who experience barriers to learning, in accordance with the college aims and the curricular policies determined by the governing body and Principal of the college.
- To monitor and support the overall progress and development of students.

- To be accountable for achieving the highest standards of student attainment and achievement of identified students.
- To support teachers across the curriculum to develop and enhance strategies for teaching; to support students in developing qualities which promote learning; to assist faculty teams in evaluating their provision for learners.
- To use and adapt existing systems for tracking and monitoring achievements of learners.
- To record and use data on students' prior and ongoing performance/learning characteristics to inform effective target setting and interventions and enable students to fulfil their potential.
- To impact on educational progress for all students.
- Lead, develop and enhance the teaching practice of others to overcome students' barriers to learning.
- Accountability for leading, managing and developing strategies to secure achievement of students across the curriculum.
- To submit reports and collate data to enable college to meet criteria for faculty funding.
- To support the admission and induction of newly arrived learners.
- To liaise with other agencies with regard to the needs of newly arrived learners.
- To contribute to professional learning of colleagues with regard to meeting the needs of students.

Operational / strategic planning

- The day to day management, timetabling and deployment of team members.
- To monitor and track attendance, behaviour and progress of targeted cohort.
- To develop and enhance teaching, learning and support systems for learners across the college.
- To assist in the implementation of college policies and procedures, for example, equal opportunities, health and safety etc.
- To present an annual faculty improvement plan and a self-evaluation as part of overall college evaluation processes.

Curriculum provision and development

- To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the college's strategic objectives.
- To lead in development of inclusive practices, deploying team members to make best use of expertise.
- To keep up to date with national developments in faculty related practices and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To seek out alternative accreditation frameworks appropriate to needs of targeted learners and work with team members to design pathways and programmes to engage vulnerable learners.

Staffing, staff development, recruitment/deployment of staff

- To work with team members, leaders of services and leadership team to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Through liaison with the SENCO, strategically deploy, manage and evaluate the work of Teaching Assistants.
- To contribute to performance management and to act as team leader for a group of staff with the faculty.
- To promote teamwork and to motivate staff to ensure effective working relations.

- To ensure the effective, efficient deployment of support and teaching staff to secure the best outcomes for learners.
- To participate in the college's ITT programme.

Quality assurance

- To ensure the effective operation of quality control systems.
- To assist in the process of the setting of targets within the team and work towards their achievement.
- To contribute to the college's procedures for lesson observation.
- To participate in the monitoring and evaluation of team members in line with agreed college procedures including evaluation against quality standards and performance criteria.

Management information

- To ensure the maintenance of accurate and up to date information relating to the faculty.
- To assist in the use of analysis and evaluation of performance data.
- To assist in the production of reports on examination performance, including the use of value added data.
- To liaise with the Examinations Officer with regard to entries for newly arrived students.

Communications

- To help ensure that all members of the faculty are familiar with its aims and objectives.
- To ensure effective communication, as appropriate, with parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Marketing and liaison

- To contribute to the college liaison and marketing activities e.g. the collection of material for press releases.
- To contribute to the development of effective subject links with partner schools and the community.
- Attendance where necessary at liaison events in partner schools and the effective promotion of the college at open days/evenings and other events in partner schools and the wider community.
- To actively promote the development of effective links with external agencies.

Management of resources

- To identify resource needs and to contribute to the efficient/effective use of physical resources, including allocation, control and account of finances.
- To co-operate with other curriculum areas to ensure sharing and effective usage of resources to the benefit of the college and the students.

Pastoral system

- To monitor and support the overall progress and development of students.
- To help monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring the follow up procedures are adhered to and that appropriate action is taken where necessary.

- ☐ To contribute to cross curricular work including PSHE, citizenship and enterprise education.
- ☐ Support the work of a designated tutor group.
- ☐ Respond to data detailing attendance from the pastoral team.
- ☐ To assist in the implementation of the behaviour management system (Behaviour for Learning) so that effective learning can take place.

Teaching

- ☐ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Learning outcomes

- ☐ To ensure students achieve sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment.
- ☐ To ensure students are well prepared for any tests and examinations.

Additional duties

- ☐ Perform the role of duty manager ensuring the safety and welfare of students throughout the day.
- ☐ Performance manage appropriate number of teaching and support staff within faculty.
- ☐ Attend strategic and operational meetings of college leaders as and when required.

Health and safety

- ☐ It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:_____

Date:_____



Post title: Curriculum Leader

Salary: Range L8 – L12

Contract type: Full time and permanent

Responsible to: Identified member of the Senior Leadership Team

Qualifications, education and training	Essential (E) / Desirable (D)
Qualified teacher status.	E
Evidence of recent and relevant professional development or training.	D
Experience	
A sustained successful track record of leadership.	E
Proven experience of raising standards across a team of staff.	E
Experience of staff management and effective team leadership.	E
Experience of working in partnership with wider stake holders and external agencies.	D
Professional knowledge and understanding	
Knowledge of comparative data for target setting and analysis of performance.	E
Knowledge of current curriculum developments at both Key Stages 3 and 4.	E
Knowledge of broader educational issues e.g. Special Educational Needs and Disabilities (SEND), Careers Education, Information, Advice and Guidance (CEIAG), Pupil Premium etc.	E
Understanding of the process of strategic planning.	E
Understanding of financial management and planning.	D
Skills / abilities	
Excellent classroom practitioner.	E
Effective communicator.	E
Good ICT skills.	E
Excellent team player with the ability to lead, motivate and inspire others.	E
An ability to successfully think creatively, solve problems and offer solutions.	E
An ability to successfully set, monitor and evaluate targets and action plans.	E
An ability to meet deadlines, work under pressure and establish priorities.	E
An ability to successfully make decisions based on rigorous self-evaluation.	E
Personal qualities and attributes	
Good attendance and punctuality record.	E
Demonstrate enthusiasm and energy for the leadership process.	E
Commitment to supporting the full life of the college.	E
Professional appearance and manner that reflects well on the college.	E
Approachable, trustworthy and reliable.	E
Ambitious, hard-working and diligent.	E
Friendly, supportive, challenging and caring.	E
Demonstrate confidence, positivity and authenticity.	E
To be adaptable, flexible and responsive to change.	E
Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E

Other conditions	
Able and willing to attend/achieve further training/qualifications where appropriate.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E

* **E = Essential D = Desirable**