

Sixth Form College Job Description and Person Specification

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| Post: | Curriculum Leader for Science |
| Contract: | Full time, Permanent – starting 1 st January 2023 |
| Hours: | 35 hour per week |
| Reporting to: | Deputy Director Sixth Form College – A Levels |
| Grade: | Sixth Form Management Scale |
| Salary: | £53,494 - £56,105 per annum |

PURPOSE OF THE JOB

- To lead the Science department which consists of A Level Physics, Chemistry, Biology, Electronics and Physical Education.
- To monitor and report on student progress and performance.
- To take responsibility for the development, quality and organisation of the area, in particular: the leadership and professional development of teaching and support staff; curriculum development; managing resources and departmental budgets; promoting and monitoring Equal Opportunities for students and staff.

MAIN DUTIES AND RESPONSIBILITIES

In addition to the responsibilities of a teacher laid down in the Sixth Form Colleges Conditions of Service, the post-holder will be responsible for:

Leadership and management of the Science Department by:

1. Actively upholding the College's aims, objectives, ethos and policies
2. Induction, guidance and advice
3. Oversight of the work of members of the department including assessment and evaluation.
4. Convening regular curriculum area meetings, contributing to and reporting back from, all areas of consultation.
5. Communicating regularly with members of the department about departmental, Sixth Form College and College-wide issues that affect their work.
6. Annual Training Needs Analysis to ensure that members of the department keep abreast of recent developments in their subject areas & developments across the Science subjects.
7. Setting and implementing a programme of staff development for all members of the department, in liaison with Teaching and Learning, City and Islington College.
8. Timetabling for the area in consultation with the Deputy Directors of the Sixth Form and Assistant Principal.
9. Advising the Assistant Principal and Deputy Directors of the Sixth Form on recruitment for all staff in the curriculum area.
10. Representing the Sixth Form College and department at relevant external meetings.

11. Line Management and appraisal of staff including lesson observation, & performance management for post-holders.
12. Responsibility for quality in the area through the system of Curriculum Review, Self-Assessment & quality improvement planning.
13. Actively promoting improved achievement, retention and value added in the curriculum area through systems of target setting.

Development of curriculum content and teaching methodology and contributing to a collaborative approach to learning through:

1. General oversight of the development of all courses
2. Keeping abreast of national developments in the teaching of the A level Science, Electronics & Physical Education subjects.
3. Leading curriculum planning within the department.
4. Collaborating with staff in other areas of the Sixth Form/College/Group where appropriate.
5. Sharing of good practice, encouraging imaginative teaching approaches including the use of online learning.
6. Monitoring schemes of work in liaison with post-holders in the department.
7. Lead and support interventions with students in the department.
8. Organising visits, conferences, speakers etc. which enrich the teaching of the curriculum area at the Sixth Form College.
9. Developing links with Universities and external stakeholders.

Managing Resources:

1. Managing departmental expenditure within Group financial systems, preparing budgets and advising the Deputy Director/Assistant Principal on projected expenditure.
2. Organising cover where necessary.
3. Contributing to any accommodation/rooming plans for the curriculum area.
4. Working to ensure Health & Safety procedures are adhered to in the curriculum area.

Monitoring and reporting student performance by:

1. Establishing policies pertaining to internal and external examinations, overseeing their implementation, and evaluating results.
2. Overseeing the completion of student monitoring points (i.e. progress reviews/at risk/forecast grades/Markbook etc.)
3. Providing information for parents/carers and colleagues about student progress
4. Acting as point of referral for students at risk within the area.
5. Using value added systems within the curriculum area to report on & improve student performance including the use of Pro-Monitor.
6. Dealing with student complaints within the area.

Sixth Form College Management

1. Being part of the Sixth Form Management Team.
2. Being part of the Extended Management Team of City and Islington College.
3. Contributing to policy making as appropriate.
4. Sharing in site/duty management and student discipline with other members of the Sixth Form management.



Other Duties:

1. Devising publicity for the department & contributing to marketing materials & the website.
2. To organise and take part in the recruitment of students, open events & taster days.
3. Teaching on courses within the Department.
4. Participation in the Sixth Form College's pastoral system as a group tutor.
5. Perform the role of Evening Duty Manager as and when required.

EXPECTATIONS OF THE POST HOLDER

- Ensure that the Group policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the Group's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults.
- To comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College/Group.
- All Teachers appointed to the College/Group can be required to teach a range of courses within the curriculum area.
- All teaching staff at the College/Group are expected to support students to develop their literacy and numeracy skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary. Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other locations within the Group and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

| | Criteria | Essential | Desirable |
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| Qualifications / Professional Development | Degree in a Science subject & PGCE | X | |
| | Extensive successful A-Level teaching experience in one or more of the subjects taught within the department with the 16 – 19 age group | X | |
| | Appropriate professional training | X | |
| | Management experience of a subject area including responsibility for staff, students, resources, curriculum and quality | X | |
| Knowledge / Experience | A broad knowledge of the A Level curriculum and of current developments within the Science subjects | X | |
| | An understanding of the funding of post-16 education and its implications for the department particularly regarding the curriculum, teaching and learning methodologies, and student support | X | |
| | An understanding of A Level teaching methodologies including online learning appropriate to the curriculum | X | |
| | An understanding of the particular needs of A Level 16 – 19-year olds | X | |
| | An understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high-quality post-16 education | X | |
| | An understanding of the needs of inner-London students | X | |
| Skills / Abilities | The ability to lead by example as an excellent teacher | X | |
| | The ability to provide effective curriculum leadership & to motivate staff | X | |
| | The ability to manage staff, including responsibility for their appraisal and development | X | |
| | The ability to promote the Capital City College group's equality of opportunity policy in all aspects of the work of this post | X | |
| | The ability to make the Curriculum interesting to all students | X | |
| | The ability to communicate and work effectively with staff from all parts of the Sixth Form/College/Group and external stakeholders | X | |
| | Effective planning, administrative and organisational skills, and the ability to work under pressure, with flexibility & to meet deadlines | X | |

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| | The ability to understand and interpret data (attendance/punctuality/achievement/value added/retention), use the systems to trace and monitor student progress, and to write reports | X | |
| | A commitment to a collaborative approach to management and decision making | X | |

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please return by post to: HR Department, 383 Holloway Road, London. N7 0RN or email to: HRHelpdesk@capitalccg.uk