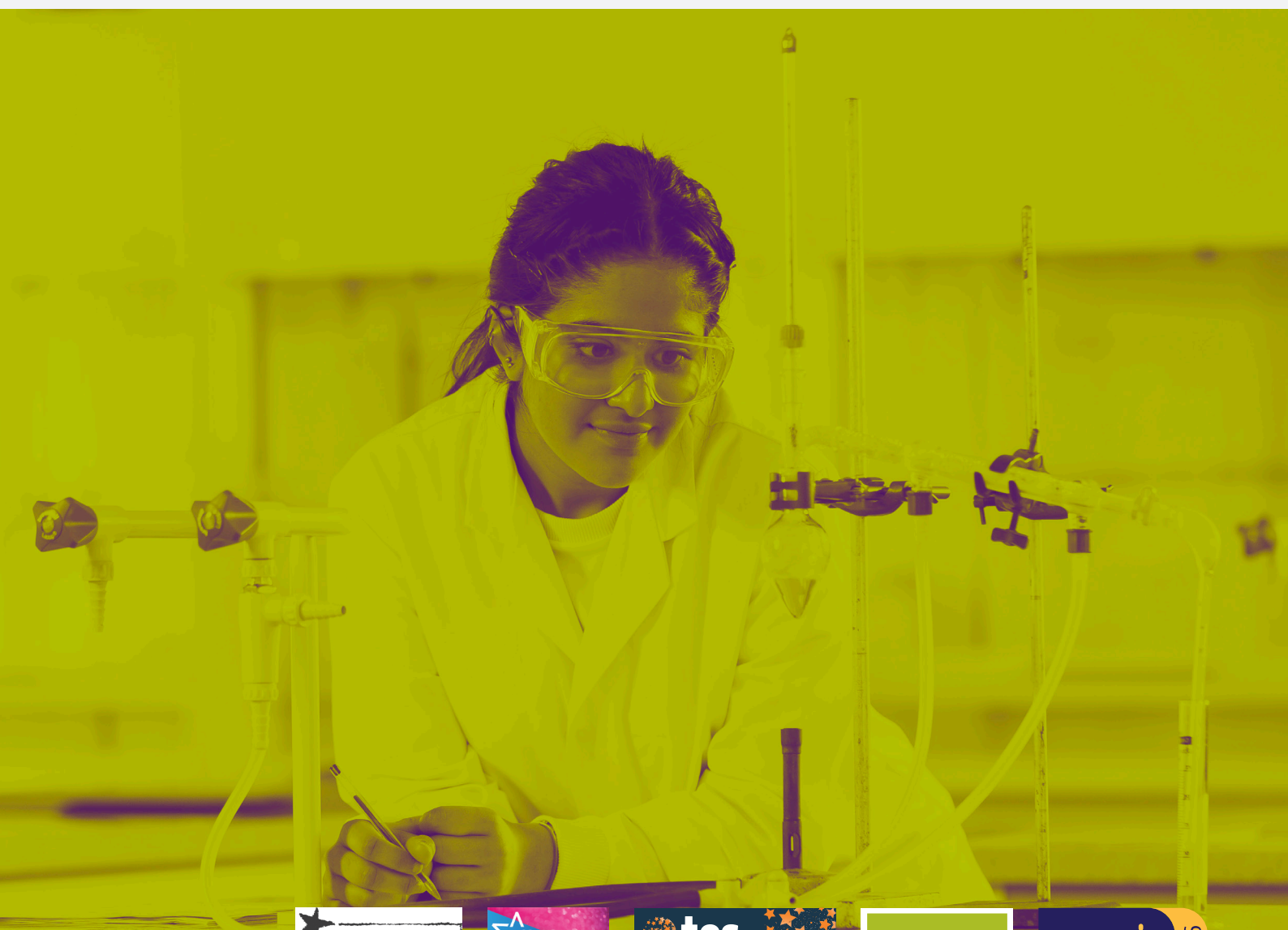




HUDDERSFIELD NEW COLLEGE

Applicant Information Pack - Teaching





WELCOME

Dear Applicant,

Welcome to your potential future career with Huddersfield New College – or as we are more often known, HNC!

I would like to thank you for your interest in one of our current teaching positions. This short pack shares more about the position and our award-winning College.

Our outstanding teaching staff are at the heart of the nationally leading results our students achieve. Each year over 1200 young people graduate from HNC and progress on to their next step, having achieved their academic potential and the grades that enable them to realise their ambitions.

Now is an incredibly exciting time to be joining our vibrant and diverse College community. As a teacher you will be part of the TES Sixth form College of the Year and be part of an enthusiastic teaching team who all share a genuine commitment to seeing young people achieve their dreams, sometimes in the face of some real challenges.

Our support to ensure our young people succeed is extensive. We ensure that each and every individual student can take advantage of the exceptional opportunities on offer through a comprehensive package of support. Our young people are genuinely well behaved, respectful and polite individuals who want to attend College and want to learn. This pack shares a little more about how our pastoral care and support systems ensure that students can benefit from our outstanding academic experience.

I am proud to be HNC, and be part of a team of diverse staff with a common goal: to make a positive difference to the lives of young people. Working here can be at times demanding, but also incredibly inspiring and rewarding.

We recognise and reward their exceptional hard work, and fully support our colleagues. You can expect to be joining a welcoming teaching community, with first class CPD, and fantastic resources to carry out a first class job. If you are inspired by the moral purpose to our work, and feel you have the skills to ensure our young people can benefit from a world-class educational experience, we would love to hear from you.

Finally, I would like to say that I do appreciate the time it can take to apply for jobs. If you do decide to apply, I appreciate your investment of time, and whatever the outcome, I wish you well in the future.

Yours faithfully,

A handwritten signature in black ink that reads "Angela Williams". The signature is written in a cursive, flowing style.

Angela Williams OBE
Principal



ABOUT HUDDERSFIELD NEW COLLEGE

Huddersfield New College (HNC) is the TES Sixth Form College of the Year 2019-20, an Ofsted outstanding provider and the Number 1 Organisation in the UK for Equality and Diversity.

These awards recognise the exceptional outcomes our students achieve, and how the life-changing opportunities available to them transform their futures.

HNC is unique, with nationally leading results. This short summary information provides some background information you may find useful in relation to your application for one of our positions.

A UK leading, award winning institution

We are an Ofsted outstanding institution, with a range of awards that reflect how our young people enjoy an experience that ensures they achieve their ambitions. Points of interest include:

- Despite the pandemic, Our Class of 2020 achieved fantastic results with a 99.9% pass rate for both A Level and Vocational courses, 60% achieving the highly coveted top grades of A* A and B (an increase of 10% from 2019) and a BTEC A*-B equivalent 99%. Overall 75% of our Class of 2020 achieved high grades A* A and B (or equivalent) (an increase of 7% from 2019)
- For four years running we have been named the UK Organisation of the Year for Equality and Diversity in the National Centre for Diversity Grand Awards – against competition from large public sector organisations and blue-chip companies
- In 2019 we were named as the Sixth Form College of the Year 2019, and our Principal, Angela Williams was named UK Leader of the Year 2019 at the Educate North Awards
- Nearly 8 in 10 of our students progress to university, despite the fact that 35% of our young people come from deprived backgrounds
- 95% of our students and parents would recommend HNC to others

An outstanding, diverse choice of study programmes

Our College offers young people a huge range of study options. Although HNC is an academic sixth form college, our curriculum offer includes Level 1 and Level 2 programmes, with young people on these programmes often remaining at College to progress to Level 3.

Uniquely, students can opt for a mixed study programme and can combine A Level and BTEC qualifications. The majority of our BTEC qualifications are available as 1, 2 or 3 A Level equivalents meaning they can be studied as full -time programmes or alongside A Levels.

Students at HNC often choose to combine a mix of A Level and BTEC qualifications. More academically able students are stretched and challenged through our Aspire programme which provides the inspiration, support and cultural experiences that ensure students can compete for places at leading universities and degree level apprenticeships.

This flexibility in study programmes ensure our students flourish and succeed. Our progression rates from BTEC to university is nearly twice the national average and our high-grade rates (A*-B, or equivalent) in 2020 was 75%.



Supporting students to succeed

We understand that happy students are ones that succeed. As a teacher, you can expect students to be fully supported inside and out of the classroom.

Our pastoral provision is outstanding. All students are assigned a Progress Tutor, and the team work closely with curriculum staff to ensure that students succeed and meet our high expectations. Procedures are in place that ensure any identified achievement or behaviour concerns are identified, with in house support including a Student Welfare Officer and Mental Health Champion.

Student behaviour is excellent. Our young people want to learn, attendance is excellent and our young people are enthusiastic and motivated to achieve, offering our teaching staff a pleasant and inspiring working environment.

Our young adults are given freedom to grow and mature, whilst learning in an environment that is safe and secure. Our safeguarding systems for supporting at risk students are robust. Parents/ Carers remain an important part of a student's educational journey, with regular Parent Evenings and an online portal which allows them to log in to keep up to date with progress.

The Campus and teaching facilities

Our fantastic facilities support an outstanding experience for our students through facilitating outstanding learning opportunities. Onsite facilities include a Sports Hall, and Sports Barn, Multi Gym, Media Editing Suite and a Childcare and Education Suite. Recent investment saw the introduction of a Starbucks Café, increased social space, and a redeveloped Learning Resource Centre.

In summer 2019 we created a new Lecture Theatre space to accommodate our growing number of external visitors and speakers.

HNC is located in an area of stunning natural beauty, and our classroom spaces undergo a programme of regular investment and refurbishment.

All departments have dedicated curriculum offices for staff, along with a main Staff Room for staff.

Curriculum structures and recruitment

All subjects are part of curriculum area with a Head of Department reporting directly into our Deputy Principal. Depending upon the size of the area, the department will also have Course Leaders for subjects. Where possible subjects are taught in their curriculum areas within dedicated Campus buildings.

All teaching staff support the recruitment of students and are given opportunity to inspire future applicants. Led by a Marketing and Schools Liaison team, teachers are given opportunity to meet prospective students at onsite taster days, Open Evenings and through dedicated activity such as taster sessions. HNC is an oversubscribed College.



Teaching inspiration

We are proud of the wide range of CPD and teaching inspiration and support available. Our teaching staff benefit from College wide CPD including visiting speakers, departmental meetings and events and Teacher Learning Communities to share excellent practice.

Being an HNC colleague

HNC is genuinely a supportive and welcoming place to work. We understand that happy, healthy staff are ones that can excel in their work. Working at a College can be really demanding, but we also believe that a work life balance for employees is vital. HNC is an incredibly rewarding environment where you will be part of something that transforms lives! You can expect:

- Support for health and well-being including a Staff Well-Being Programme which offers activities such as Christmas wreath making, a charity running club and social events
- 4/7 Employee Assistance Programme - giving you access to free support on a range of areas including legal advice, family issues, tax arrangement, money matters, emotional support and so much more!
- Flexible working policy
- Leave of absence/special leave
- Free onsite parking
- Onsite catering
- Pension Schemes for teaching and support staff
- Childcare Scheme
- Eye Care Scheme
- Occupational Health Support
- Enhanced Maternity, Paternity and Adoption pay
- Personal and Professional Development Opportunities
- Free Access to the onsite fitness suite

Huddersfield New College
New Hey Road
Huddersfield
HD3 4GL

☎ 01484 652341
✉ info@huddnewcoll.ac.uk
💻 www.huddnewcoll.ac.uk
📘 www.facebook.com/huddnewcoll
🐦 @huddnewcoll





Application Guidance

The Job Description details the duties and responsibilities of the post. The Person Specification details the skills and personal attributes required in order to fulfil the role. Your supporting statement should demonstrate how you meet these criteria and key skills relevant to the job description.

Essential The successful candidate must meet the essential criteria in full, in order to be able to fulfil the role.

Desirable Although not essential, the post holder may also be asked if they have further desirable experience and skills.

Where criteria are to be identified through testing, this may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and numeracy assessments, presentations, and other practical assessments relevant to the role. For teaching positions, candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

Other information

Huddersfield New College is 'Disability Confident Leader' employer and we are committed to fulfilling the disability provisions of the Equality Act 2010. We will make reasonable adjustments to enable a shortlisted candidate to attend the interview. We are committed to equal opportunities and safeguarding young people. Applications are welcomed from all sections of the community.

Please note that references may be requested from your current and previous employers for shortlisted candidates, in advance of interview dates.

Information regarding recruitment and selection policies is available on our website
<https://www.huddnewcoll.ac.uk/about-us/job-opportunities>

Job Description

Job title	Subject Teacher
Job reference	HSXXXXXXX
Team	The post holder will be a member of the XXX Department.
Line Manager	Head of Department
Remuneration*	SFC Pay Spine NSP 1 – NSP 9 (currently £25,570 to £41,732)
Contractual*	e.g. Permanent. Full time. Fixed Term from 24 th April 2019 until 31 st July 2020, XXX FTE.

* valid at date of appointment

Overall Focus: Realising the College's Vision

All teaching staff are expected to contribute fully to the shared objective of remaining an outstanding sixth form college providing an outstanding sixth form education for all students, as detailed in the College's vision: *To remain an outstanding Sixth Form College, providing high quality sixth form education for all our students, enabling them to fully realise their potential, develop as responsible young adults, and progress successfully, and with confidence, to further learning and their future career.*

Key focus of the specific role:

1. To teach a caseload of students in accordance with allocated College timetable.
* *Weekly class contact time is 23.5 hours for a 1.0FTE position*

Duties and Responsibilities

In the first instance, your duties and responsibilities are outlined below. As the needs of the College change, you will be expected to take on or relinquish responsibilities as directed, by the Head of Department or the Senior Leadership Team, as appropriate.

Setting high expectations

1. Actively promote the College's ethos of high expectations and high challenge with powerful support.
2. Be a role model for excellent attendance, punctuality to lessons and personal and professional conduct.

Planning, teaching and the promotion of learning

1. Ensure lessons are differentiated to meet the individual needs of all students.
2. Work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs.
3. Use a variety of teaching strategies, which involve planned formative assessment and active learning strategies. Seek to ensure the interests of students are engaged and sustained through the provision of a clear structure for lessons, maintaining pace, motivation and challenge.
4. Encourage students to think and talk about their learning, develop self-control and independence, concentrate, persevere and listen attentively.
5. Actively develop and maintain a stimulating classroom learning environment and contribute positively to a vibrant departmental learning environment.
6. Plan and work in accordance with subject area schemes of work and examination specifications.

Job Description

7. Develop and distribute (using virtual platforms as appropriate) high quality course materials and resources which promote students' learning and engagement.
8. Establish and sustain effective relationships that promote learning, whilst maintaining a purposeful and positive atmosphere in the classroom through the clear communication of HNC's high expectations.
9. Set learning in the context of what has gone before and what is to come next and make clear what it is intended to achieve.
10. Monitor and intervene when teaching to ensure effective learning and maintain a safe environment in which students feel confident.
11. Implement student disciplinary procedures in line with the College's Behaviour and Attitudes for Learning Policy.
12. Self-evaluate teaching critically to improve effectiveness.
13. Keep full attendance records sending electronic class attendance data promptly via CEDAR.

Monitoring, assessing and reporting student progress

1. Assess academic performance in the light of previous achievement to enhance the value added outcomes of all students.
2. Assess how well learning outcomes have been achieved and use them to improve specific aspects of learning and teaching.
3. Assess students' work in accordance with the College's assessment expectations and awarding body assessment objectives and mark criteria.
4. Assess and record students' progress systematically and keep records to check work is understood and completed, to monitor strengths and weaknesses, to inform planning and to recognise the grade / level at which the student is achieving.
5. Undertake regular formalised reviews of students' progress, in line with the College's Progress Monitoring Points.
6. Set sufficient work for formal assessment such that students' understanding can be regularly checked and so that they can be fully prepared for the demands of public examinations and / or coursework.
7. Mark, monitor and return work within a reasonable and agreed timeframe, providing constructive oral and / or written feedback that clearly indicates strategies for improvement so that students are clear as to how to move to the next grade / level.
8. Provide regular opportunities for students to reflect upon their academic performance and encourage them to take responsibility for their own progress; provide targeted intervention and additional support for students who are significantly underperforming.
9. Keep Progress Tutors informed about their tutees' progress through proactive use of the CEDAR log and by attending meetings as appropriate or as directed by the Head of Department or Senior Leadership Team.
10. Keep students' and families / carers informed about their progress via formal Progress Monitoring Points, at formal Parents Evenings in accordance with the College Calendar, by proactively using the CEDAR log and by contacting home or attending meetings, as appropriate or as directed by the Head of Department or Senior Leadership Team.

Enriching the learning experience

1. Contribute to departmental provision of subject enrichment activities, as agreed with the Head of Department.

External relationships and liaison

Job Description

1. Participate in activities aimed at the recruitment, enrolment and induction of students; these include attendance at Open Days / Evenings / Mornings (including very occasional Saturdays), supporting school liaison activities, interviewing of new students, and helping to finalise Programmes of Study at enrolment.
2. Contribute to the development and delivery of the marketing and promotion of the course and department, including participation in additional school liaison activities relevant to the course / department.
3. Take an active part in the internal and external verification of the course, as appropriate.

Wider contribution to Huddersfield New College

1. Operate at all times within the stated policies and practices of the College and actively promote them.
2. Be familiar with the College's Health and Safety Policy, Child Protection Policy and Safeguarding procedures, the Prevent Strategy and Risk Assessment action plan and implement them as appropriate, both when on the College premises, and when on authorised off-site College activities.
3. Play a full part in the life of the College, to support its distinctive mission and ethos, and to encourage other staff and students to follow this example.
4. Accept the shared responsibility of all colleagues for student behaviour through collective oversight of the College during the College day, helping to maintain a harmonious environment, with good order and discipline among students, and safeguarding their health and safety.
5. Maintain effective working relationships with others and set a good example through personal presentation and personal and professional conduct.
6. Play a co-operative and supportive role within the departmental area, and the College as a whole, including through the sharing of good practice, and mentoring / coaching support for less experienced staff, where this is appropriate.
7. Attend and contribute to meetings in accordance with the College Calendar and as directed by the Line Manager or the Senior Leadership Team.
8. Participate in arrangements made for the annual self-assessment of the performance of the departmental area.
9. Work co-operatively with other staff in the College, as relevant, to implement the College's annual Quality Improvement Plan.
10. Participate in arrangements made for the appraisal of individual performance, in the context of the College's Professional Development Review cycle.
11. Participate in appropriate further training and professional development, both internal and external, to update professional practice, reflecting individual needs identified during the Professional Development Review process, and/or departmental or whole College quality improvement goals, identified through the annual self-assessment process.
12. Ensure the safe and secure handling and storage of personal data belonging to students, staff and other parties in compliance with General Data Protection Regulations.
13. Have a flexible approach to work, which could include occasional evenings, and very occasional Saturdays, as scheduled in the annual College Calendar and for teachers in the annual Working Time Document too.

Job Description

Person Specification	Essential	Desirable	Method of Assessment
Education and Qualifications			
A good honours degree or equivalent in a relevant subject	√		Application
A recognised teaching qualification (e.g. PGCE, Cert Ed); or working towards a recognised teaching qualification; or a willingness to complete a recognised teaching qualification	√		Application
Experience			
Knowledge of active learning and teaching styles	√		Application/Interview/References
Recent experience of teaching the subject		√	Application/References
Successful record of teaching including very good exam results in one or more of KS4 and KS5		√	Application/References
Experience of examining subject		√	Application/References
Experience of curriculum development and review		√	Application/Interview/References
Skills and Knowledge			
Very good classroom practitioner, or potential to be	√		Application/Interview/References
Ability to devise new resources for learning, including e-resources	√		Application/Interview/References
Competence in the use of ICT	√		Application/Interview/References
Able to use interactive ICT systems for learning and teaching		√	Application/References
Ability to contribute positively to teams, share ideas and develop resources co-operatively	√		Application/References
Ability to be resilient, adaptable and flexible	√		Application/Interview/References
Effective inter-personal and communication skills (written and verbal) Excellent organisational and administrative skills, with the ability to manage own time and meet demanding deadlines	√		Application/Interview/References
Ability to offer enrichment and contribute to wider college life		√	Application/Interview/References
Attitude and Personal Qualities			
© Commitment to Huddersfield New College's Vision Mission and Core Values	√		Application/Interview/References
© Commitment to Equality, Diversity and Inclusion	√		Application/Interview/References
© Commitment to the Safeguarding of children and young people	√		Application/Interview/References
© Suitable to work with children and young people	√		Enhanced DBS Clearance/References
A passion for the subject	√		Application/Interview/References
Ability to engage with students, inspiring learning and promoting success	√		Application/Interview/References
Evidence of dynamic and innovative practice	√		Application/Interview/References

Job Description

Commitment to learning and teaching as first priority	√		Application/Interview/ References
Commitment to valuing the individual and boosting their self-belief and worth – an unconditional positive regard for young people	√		Application/Interview
Commitment to high standards and expectations – no accepting of second best in students and staff	√		Application/Interview/ References
Commitment to professional learning and institutional improvement	√		Application/Interview/ References
Commitment to professionalism, sharing, teamwork and collaboration	√		Application/Interview/ References
Commitment to high professional and personal standards of work and conduct	√		Application/Interview/ References

© Core requirement for this job

Job Description

Job title	Course Leader and Teacher of Art
Job reference	HS202143
Team	The post holder will be a member of the Art and Design team
Line Manager	Head of Department
Remuneration*	Salary: SFC range 1 – 9 for teaching staff (dependent on experience), which is currently £25,260 to £41,226 per annum (pay award pending), plus Course Leader remission and remuneration.
Contractual*	Permanent 0.8 FTE

* Valid at date of appointment

Overall Focus: Realising the College's Vision

All staff are expected to contribute fully to the shared objective of remaining an outstanding sixth form College providing an outstanding sixth form education for all students, as detailed in the College's Vision: *To remain an outstanding Sixth Form College, providing high quality sixth form education for all our students, enabling them to fully realise their potential, develop as responsible young adults, and progress successfully, and with confidence, to further learning and their future career.*

Key Focus of the specific role:

- To teach a caseload of students in accordance with allocated College timetable.
- To lead and manage the course to ensure that students receive an outstanding educational experience and achieve outstanding outcomes.
- The post holder must have the ability to work with a wide range of people in the 16-19 age groups, from very different backgrounds and with very different needs, and to respond accordingly to support those needs.
- The duties and responsibilities attached to this role demand a flexible approach to work, which will include occasional evenings and very occasional Saturdays (Open Events, Parents' Evenings etc.).

Duties and Responsibilities

In the first instance, your duties and responsibilities are outlined below. As the needs of the College change, you will be expected to take on or relinquish responsibilities, as directed by your Line Manager or the Senior Leadership Team, as appropriate.

1. Course planning

- To manage the effective organisation of the course(s) within remit, for example, by choosing the best course specifications / units for learners recruited to the course, by designing and implementing comprehensive curriculum maps / schedules of teaching and by ensuring excellent record keeping about learners on the course.
- To ensure that there is an assessment schedule for students on the course(s) within remit in accordance with the College's Assessment for Learning requirements and the requirements of the awarding body.
- To manage all examination administration required by the exams manager / awarding body.

Job Description

2. Course management

- To lead, coordinate and monitor the work of the course team, if appropriate.
- To ensure there is a Schedule of Teaching and high quality teaching and learning resources available for course(s) within remit, including on-line resources.
- To lead by example, and to expect high quality teaching and learning from self, and the course team, if appropriate.
- To develop and deliver innovative teaching and learning strategies that are right for learners on the course, with the course team, if appropriate.
- To support the Head of Department with their wider departmental quality assurance responsibilities by contributing to the implementation of the Teaching and Learning Policy (this may include learning walks, work scrutiny including Internal Verification of standards on BTEC courses and engaging with students to hear their voice about the course).
- To ensure there is a regular and detailed assessment schedule for all courses within remit, with homework dead-lines, coursework dead-lines, mock and formal public examinations all signposted to students, their Progress Tutors and parents / carers (via CEDAR), with students well prepared for these assessments.
- To ensure feedback on in-house course assessment is timely, thorough and enables learners to understand what they need to do to improve and to be able to make these improvements, this may involve work scrutiny of other staff within the course team.
- To contribute to the Departmental budgetary process through the annual preparation of estimates of expenditure for the courses within remit and ensuring cost-effective delivery.

3. Recruitment, selection and utilisation of staff

- To work with the Head of Department to identify staffing needs for the department on an annual basis, and in-year to need, for example, to cover a period of maternity leave.
- To support the recruitment, selection, induction and probation of new staff to the department, as directed by the Head of Department.
- To support the Head of Department with the coordination of short-term cover for absent staff.

4. Course development

- To work with the Head of Department to ensure an appropriate course offer within the department which meets students' needs and interests, as well as local and national needs and maximises student outcomes.
- To ensure there is a regular schedule of course level meetings, if appropriate, and that records of these meetings are taken and shared with the Head of Department or if a lone worker on the course a regular schedule of course level meetings with the HOD and minutes taken and shared.

5. Core skills

For all courses within remit:

- Ensure that teaching and learning promotes the core skills of Literacy, Numeracy and Oracy.
- Ensure that teaching and learning promotes good ILT skills.
- Ensure that teaching and learning promotes the personal, social and employability skills of learners, for example, through the choice of specific work related units in BTEC courses, promoting work experience / placements, offering additional industry related and valued qualifications, organising subject trips and visits, organising professional guest speakers, running competitions.

Job Description

6. Equal opportunities and fundamental British Values

For all courses within remit:

- Ensure that teaching and learning promotes equality of opportunity, diversity and inclusion.
- Ensure that teaching and learning promotes a genuine understanding of the importance of the Fundamental British Values in the everyday life of learners on the course.

7. Student progress monitoring

- To proactively work with the Head of Department and the pastoral support team (Assistant Principal Student Support, Director of Pastoral, Student Support Managers and Progress Tutors) to ensure that student attendance, punctuality and behaviour is of a high standard on the course(s) within remit.
- To ensure student progress is monitored robustly on an on-going basis and reported on in a timely manner at formal Progress Monitoring points during the academic year.
- To be aware of all students under-performing against expected level on the course(s) within remit and to work with the Head of Department to ensure that all are referred to subject specific support and that this support is taken up by students for whom it is important and that it is appropriate to get them back on track.
- To monitor the impact of subject specific support for learners on the course and report findings to the Head of Department via SAR 2 course analysis: did students in receipt of support achieve their Statistical Grade?
- To proactively work with the Head of Department and the pastoral support team to ensure student progress is reported regularly to parents in a professional manner, through reports on CEDAR, Parents Evenings, UCAS subject references, meetings with parents / carers etc.

8. Student outcomes

- To assume overall responsibility for the outcomes achieved by students on the course(s) within remit.
- To formally analyse student outcomes on the course(s) on an annual basis (SAR 2) and to identify key areas for improvement at course and, if appropriate, individual teacher level.
- Work with the Head of Department to put in place effective CPD for self, for the course team and / or individual teachers on the course to support improved outcomes, as relevant or required.

9. Personal and professional development

- To ensure equal opportunities for the course team.
- To liaise with the Head of Department to provide relevant and appropriate staff training and development for the course team.

10. Performance management

- To support the management of the probation period for new staff in the departmental team, as appropriate and directed by the Head of Department.
- To support the Head of Department with the effective management and support of staff within remit whose performance has been identified as not meeting some / all of the teachers standards.
- To recognise and celebrate the success of the course team and individuals therein.
- To conduct the Professional Development Reviews (PDRs) for up to three departmental team members, if required and as directed by the Head of Department.

Job Description

11. Schools liaison and marketing

- To ensure the course team participates actively and positively with all school liaison activity (for example, Open Events, Taster Days, Welcome Day etc.).
- To work with the Head of Department to ensure that all literature needed for the promotion of the course is produced on time and to a high quality.
- To ensure that the Head of Department is kept informed about all the good news on the courses within remit so that this can be publicised to as wide an audience as possible.
- To represent the course team to other audiences as appropriate, for example Governors, OFSTED, parents etc.

12. Environment

- To ensure that the learning environment in the classrooms allocated to the course(s) is a positive one that promotes good news stories and provides a stimulating and inspiring learning environment for students.
- To assist the Head of Department in ensuring that the departmental environment is a safe one for students, adheres to all Safeguarding, Prevent and Health and Safety standards and regulations at the College and externally.

13. Self-Assessment and Quality Improvement

- To produce an annual self-assessment report for the courses within remit detailing the key strengths and areas for development in relation to the overall departmental and College Vision.
- To attend a pre-SAR meeting with the Head of Department early in the autumn term to agree these key areas for development for the course(s).
- To ensure that SAR 2 deadlines are met and that the documentation is completed to a good standard and can inform discussion at the pre-SAR meeting.
- To take full responsibility and accountability for the achievement of these agreed course development targets within the agreed timescales across the self-assessment cycle.
- To update documentation throughout the self-assessment cycle within specified timeframes, for example, at the end of each term.

14. Management of Staff

- To lead by example a positive culture and ethos in the course team, which embraces fully the College's vision, mission and values.
- To establish and maintain open lines of communication, both within the department, and with other staff, to ensure that there is a harmonious, learner-focussed course and departmental team, engaged in an ongoing professional dialogue about teaching and learning and student outcomes.

Wider contribution to Huddersfield New College

1. Operate at all times within the stated policies and practices of the College and actively promote them.
2. Be familiar with the College's Health and Safety Policy, Child Protection Policy and Safeguarding procedures, the Prevent Strategy and Risk Assessment action plan and implement them as appropriate, both when on the College premises, and when on authorised off-site College activities.
3. Play a full part in the life of the College, to support its distinctive mission and ethos, and to encourage other staff and students to follow this example.
4. Accept the shared responsibility of all colleagues for student behaviour through collective oversight of the College during the College day, helping to maintain a harmonious environment, with good order and discipline among students, and safeguarding their health and safety.

Job Description

5. Maintain effective working relationships with others and set a good example through personal presentation and personal and professional conduct.
6. Play a co-operative and supportive role within the departmental area, and the College as a whole, including through the sharing of good practice, and mentoring / coaching support for less experienced staff, where this is appropriate.
7. Attend and contribute to meetings in accordance with the College Calendar and as directed by the Line Manager or the Senior Leadership Team.
8. Participate in arrangements made for the annual self-assessment of the performance of the departmental area.
9. Work co-operatively with other staff in the College, as relevant, to implement the College's annual Quality Improvement Plan.
10. Participate in arrangements made for the appraisal of individual performance, in the context of the College's Professional Development Review cycle.
11. Participate in appropriate further training and professional development, both internal and external, to update professional practice, reflecting individual needs identified during the Professional Development Review process, and/or departmental or whole College quality improvement goals, identified through the annual self-assessment process.
12. Ensure the safe and secure handling and storage of personal data belonging to students, staff and other parties in compliance with General Data Protection Regulations.
13. Have a flexible approach to work, which could include occasional evenings, and very occasional Saturdays, as scheduled in the annual College Calendar and for teachers in the annual Working Time Document too.

Job Description

Person Specification	Essential	Desirable	Method of Assessment
Education and Qualifications			
A good honours degree or equivalent in a relevant subject	√		Application
A recognised teaching qualification (e.g. PGCE, Cert Ed)	√		Application
Experience			
Experience of curriculum management		√	Application/Interview/References
Experience of examining subject		√	Application/Interview/References
Experience of curriculum development and review		√	Application/Interview/References
Successful record of teaching including very good exam results in one or more of KS4 and KS5		√	Application/Interview/References
Skills and Knowledge			
Able to use interactive ICT systems for learning and teaching		√	Application/Interview/References
Ability to offer enrichment and contribute to wider college life		√	Application/Interview/References
Ability to devise new resources for learning, including e-resources	√		Application/Interview/References
Knowledge of active learning and teaching styles	√		Application/Interview/References
Evidence of dynamic and innovative practice	√		Application/Interview/References
Competence in the use of ICT	√		Application/Interview/References
Effective inter-personal and communication skills (written and verbal)	√		Application/Interview/References
Attitude and Personal Qualities			
© Commitment to Huddersfield New College's Vision Mission and Core Values	√		Application/Interview/References
© Commitment to Equality, Diversity and Inclusion	√		Application/Interview/References
© Commitment to the Safeguarding of children and young people	√		Application/Interview/References
© Suitable to work with children and young people	√		Enhanced DBS Clearance/References
A passion for the subject	√		Application/Interview/References
Commitment to learning and teaching as first priority	√		Application/Interview/References
Ability to be resilient, adaptable and flexible	√		Application/Interview/References
Ability to engage with students, inspiring learning and promoting success	√		Application/Interview/References
Very good classroom practitioner	√		Application/Interview/References
Suitable to work with children and young and / or vulnerable	√		Application/Interview/

Job Description

Person Specification	Essential	Desirable	Method of Assessment
adults			References
Commitment to enjoying work	√		Application/Interview/References
Ability to contribute positively to teams, share ideas and develop resources co-operatively	√		Application/Interview/References
Excellent organisational and administrative skills, with the ability to manage own time and meet demanding deadlines	√		Application/Interview/References
Commitment to equality and diversity initiatives, including British Values and anti-discriminatory practice	√		Application/Interview/References
Commitment to professionalism, sharing, teamwork and collaboration	√		Application/Interview/References
Commitment to valuing the individual and boosting their self-belief and worth – an unconditional positive regard for young people	√		Application/Interview/References
Commitment to high standards and expectations – no accepting of second best in students and staff	√		Application/Interview/References
Commitment to professional learning and institutional improvement	√		Application/Interview/References
Commitment to high professional and personal standards of work and conduct	√		Application/Interview/References

© Core requirement for this job