



# **INFORMATION PACK**

Subject Lead Teacher



## Introduction

There is little more exciting in education than legacy building. That is what our academic studies teachers and leaders will be doing at Waltham Forest College. The College has an exceptional track record when it comes to vocational education, and now, we are looking to add academic studies to our portfolio. We are excited that you are considering joining Waltham Forest College on this journey.

Our track record speaks for itself: we stand proudly as the third best college in London for achievement, boasting exceptional post-18 destinations for our students. We take pride in the accomplishments of those who have overcome adversity and achieved more than they thought they could whilst studying with us. As such, we are committed to providing our students with an exceptional academic education that not only prepares them for university, but also enables them to compete with their peers from the very best schools and sixth forms. We want to instil in our students the values of excellence and leadership which will serve our students for the rest of their lives.

At Waltham Forest College, we firmly believe that, regardless of a student's background, they possess the potential to achieve greatness. Our role is to nurture and develop this potential within a caring and supportive environment. We understand that success requires the right mindset, unwavering commitment and resilience, as such we are committed to providing the necessary guidance and support. To help them with this, we have made a commitment to give our A Level students an increased amount of contact time, per A Level, per week. We are ensuring that our students receive the equivalent of 210 hours of study per A Level, against a norm of around 170 per week.

While academic excellence is pivotal in opening doors to universities, we go above and beyond by offering a rich array of opportunities that equip our students for success in all aspects of life. We need teaching staff who can shape and deliver an engaging super curriculum, enriched through participation in academic societies, extensive reading, essay competitions, and through masterclasses.

We will use our state-of-the-art facilities within our wider college provision from our dynamic training medical ward, through to our modern engineering suite to bring opportunities to our students. Our aim is to cultivate a community of scholars, encouraging a deep passion for their subjects, while also fostering a supportive environment where students look out for one another.

I truly hope you find this opportunity both appealing and exciting. If you would like to discuss this opportunity ahead of applying, please do contact us through our Human Resources department, [human.resources@waltham.ac.uk](mailto:human.resources@waltham.ac.uk).

We look forward to receiving your application.

## OUR VALUES

Defining our values:

# EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

**We show excellence by:**

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

# INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

**We show inclusivity by:**

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

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Defining our values:

# INTEGRITY

- The quality of being **honest** and having **strong moral principles**.

**We show integrity by:**

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

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# JOB DESCRIPTION

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This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Subject Lead Teacher
Department	Various
Pay Spine	Teaching
Post Reports To	Head of Academic Studies

## POST OUTLINE:

Supported by the Head of Academic Studies and relevant Director, the main purpose of the job is to grow, lead and develop your subject. In time, you may pick up additional responsibilities such as line management. We require a Subject Lead Teacher to design, develop and produce learning and teaching material and deliver these across aligned GCSE and A Level subjects. Our A Level offer is designated as high performing, we expect our young people to be successful and go on to the very best offer. Our GCSE programme is predominantly designed for students new to the country, or those who just missed out on getting five good GCSEs at secondary school. Either way, teachers can expect committed and hard working students.

## MAIN TASKS

- Develop and implement policies and practices which reflect the College's commitment to high achievement through effective teaching and learning.
- To identify and assess students' needs throughout their programme of study, applying rapid intervention where students' may have fallen behind.
- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
- To plan, design and deliver learning programmes/sessions and facilitate learning in line with course aims, objectives, mode of assessment and accreditation.
- To monitor, evaluate and improve the quality and effectiveness of learning programmes, sessions, and then practice within the subject.
- To actively promote the subject at planned College events, and wider driving student recruitment.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.
- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of students and the wider community served by the College.
- Support in the CIAG and UCAS processes for students.

## **JOB ACTIVITIES**

### **A) Strategic Direction and Development of the Subject**

- Foster enthusiasm for the subject that motivates and supports other staff, encouraging a shared understanding of the subject's impact on all aspects of students' lives.
- Utilise relevant local, and national data to inform development targets and improvements for individuals and groups of students.
- Create subject development plans with clear targets, timelines, and success criteria consistent with College's commitment to high achievement, aligned with national and school policies.
- Monitor the progress of and assess the effects on teaching and learning through collaboration with colleagues, analysis of work, and outcomes evaluation.
- Lead and participate in meetings and workshops related to College's management, curriculum, administration, or organisation.
- Establish effective links with the local community, including parents, support services, local schools, business, and industry.
- Organise and lead meetings and workshops, prepare and present reports to governors.
- Develop a whole-College policy and schemes of work to ensure continuity and progression, and when necessary, participate in target setting through monitoring and reporting on standards achieved within the subject area.

### **B) Teaching and Learning**

- Use your own teaching as an example of high-quality teaching and learning, setting high expectations that inspire, motivate, and challenge students to not only learn but demonstrate professional, work-related behaviours.
- Collaborate with teaching staff to promote best and innovative practices, enriching teaching and learning styles to maximise progress and outcomes for students.
- Mark and assess students' work, providing feedback that supports students to improve.
- Ensure effective assessment of students to help to ensure that students are on track to achieve, applying rapid intervention where students fall behind.
- Establish clear achievement targets in the subject, evaluating progress through appropriate assessments, records, and regular yearly data analysis.
- Provide guidance to staff in marking, assessment for learning, and expected standards, and ensure that marking is compliant with the College's expectations.
- Work in partnership with parents and carers to provide a high-quality education for all students and report on their development, progress, and attainment.
- Support colleagues in creating a stimulating and safe learning environment.
- Encourage links with other areas of the curriculum.

- Reflect and develop own practice through professional development programs and stay updated on current research and curriculum developments.
- Consult with the ALS team about Special Needs provision required within the provision.
- Oversee and deliver a clear super curriculum programme that deepens student knowledge, extending them beyond the classroom, with lectures, masterclasses, and external competitions being the norm.

### **C) Effective management of the subject**

- Coordinate, and take day-to-day responsibility, for the organisation and management of any staff, budgets or rooms allocated to the subject.
- Enable all teachers to achieve expertise in planning and teaching the subject through leading professional development opportunities.
- Ensure that SLT, staff, and governors are well informed about subject-related policies, plans, priorities, and targets.
- Establish, maintain, and develop strong professional relationships with colleagues to strengthen the team's impact on outcomes for students.
- Support staff in developing an inspiring and engaging subject curriculum.
- Implement coaching and mentoring systems to support and develop staff teaching the subject, including supporting any early career teachers.
- Promote a creative and collaborative working environment while positively contributing to the wider life and ethos of the College.
- Be aware of and respond appropriately to any health and safety issues related to the subject, ensuring conformity with the College's policies and procedures.

### **D) Other**

- Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
- Promote equal opportunities and implement the College's Equality and Diversity Policy and Safeguarding Policy.
- Provide a secure, safe and friendly learning environment including implementation of College's Health and Safety Policy.
- Carry out any other duties commensurate with the scale and grade of the post.

# WALTHAM FOREST COLLEGE COMMITMENTS

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- Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:
- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of students, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere-to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process
- In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

# PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
Relevant Subject Specialist Degree	E		
Teaching qualification ideally at Level 7 with QTS	D		
Level 2 (or above) English and maths qualifications	E		
Attendance at recent training and updating events in the relevant area	E		
<b>EXPERIENCE</b>			
Teaching or training experience up to A Level in your desired subject, for more than two years	E		
Significant experience within a relevant profession/subject area	E	E	
Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities	E	E	
Experience of administration and organisation to ensure the achievement of deadlines	E	E	
Experience of continuous quality improvement	E	E	
Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression		D	
Experience of curriculum development		D	
<b>SPECIAL ABILITIES AND APTITUDE</b>			
Computer literacy and IT skills	E	E	
Possession of excellent communication skills (oral and written)	E	E	E
Ability to deliver a good or outstanding learning session	E		E
Commitment to putting students and learning at the forefront of all actions	E	E	
Ability to use an appropriate range of learning resources to promote high quality teaching and learning		E	E
Ability to work collaboratively and supportively as part of a team		E	
Ability to work both under direction and on personal initiative		E	
Aptitude for proactive identification and solution of problems and barriers to effective working		E	
Ability to identify the appropriate support for the language, literacy and numeracy needs of students	E	E	
Ability to work under pressure and meet targets and deadlines		E	E
Ability to adopt a customer/student orientated approach	E	E	E
<b>OTHER REQUIRMENTS</b>			

Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
Commitment to working with diversity and a range of ability levels	E	E	
Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
Flexible approach to hours and duties		E	
Ability and willingness to undertake continuous professional development	E	E	
To have strong sense of purpose and the drive to achieve agreed goals		E	
Ability and willingness to undertake continuous professional development			

\* **Key:** AF = Application Form, I = Interview, A = Assessment