



eutc

elstree
university
technical
college

head of maths

full time teacher | application pack



principal's introduction

Dear candidate

Thank you for your interest in the role of Head of Maths at Elstree University Technical College. This is a wonderful place to innovate, make and learn. It is also a really brilliant time to join us. Elstree University Technical College opened in September 2013. We provide core academic education alongside technical and applied learning for students aged 14 to 19, designed to help them become creative, innovative and reflective. We are also here to provide them with the necessary knowledge, skills and opportunities to be employed in the media industries, especially in Film, Television, Theatre and the associated technical trades and digital crafts which underpin this creative sector.

This is a creative college full of vitality and enthusiasm. EUTC benefits from leading industry partners including the BBC, the MOBO Awards, Apples and Snakes and our founding partner Elstree Studios (Paddington 2, The King's Speech, Star Wars, Strictly Come Dancing, Sherlock Holmes). We are also partnered by the University of Hertfordshire's School of Creative Arts (ranked in the top 40 of Creative Arts Schools in Europe).

We are on the cusp of a new season in our development and this year we began an exciting partnership with the Danes Educational Trust led by Josephine Valentine, a national leader in education. This added excellence in the delivery of outstanding core curriculum study to our existing partnerships. These links with industry leaders and specialist practitioners support us in our mission to be a centre of excellence and the national leader specialising in hands on learning for the entertainment and culture industry.

As a new college, we are still expanding and developing our curriculum. We currently have over 350 students on our role and expect to be around 500 by 2020. Our students are a credit to us and our campus is new and well resourced. Our staff are passionate and industry credible. Following a positive OfSTED report in May 2017, EUTC was judged to be good in Leadership and Management and Student Behaviour and Welfare. Students are happy here and well engaged and the college is moving with momentum into a season of further development towards outstanding.

Elstree UTC is seeking to appoint a new Head of Maths to drive forward student progress and achievement within the Maths department. Working alongside the Assistant Principal, the successful candidate will inspire outstanding teaching and learning, challenge students to achieve beyond their targets and develop the Maths curriculum.

This position provides a real opportunity for a proactive, dynamic and strategic leader who wants to help realise the full potential of the Maths team at EUTC. We are seeking to appoint an inspirational leader with the high personal academic and professional standards.

This is a key appointment for us so we would welcome and encourage prospective candidates to come and see us to get a feel for our college.

Thank you again for your interest in contributing to the leadership of Maths at Elstree University Technical College and the creative, curious and ambitious learners we work for.

Yours faithfully



Chris Mitchell
Principal

head of maths

Pay range: Competitive

Line manager: Assistant Principal

Supervisory responsibilities: All teaching staff of Maths.

The quality of learning and student outcomes in Maths.

job description

Purpose

- To provide clear, cohesive leadership and take responsibility for the academic standards in Maths.
- To develop a strong, positive and shared vision for the department's direction.
- To manage and motivate teaching and support colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement.
- To understand and have experience of delivering the curriculum.

Strategic Accountabilities

- To use data effectively to identify students who are underachieving and implement effective intervention strategies.
- To develop and implement policies and practices for the department to improve achievement and create effective and cohesive teaching and learning.
- To establish a clear and shared understanding of the importance of the subject and its contribution to students' development.
- To review and revise short, medium and long term plans for the development and resourcing of the department.
- To monitor the progress made towards the Department Development Plan, evaluate the impact on teaching and learning and use this analysis to inform future improvement.
- To lead the development of the Department training plan to promote targeted continuous professional development and suitable improvement planning for both teaching and non-teaching members of the department.
- To manage the development and accountability of team members through the College Appraisal system.

Department Focused Responsibilities

- To lead, develop and support a productive, positive and effective team of staff which encourages openness, shared and delegated decision-making and a sense of common purpose.
- To ensure curriculum coverage, continuity and progression for all students and raise standards of attainment across the full age and ability range.
- To establish clear policies and practices for assessing, recording and reporting on pupil achievement and to ensure methods are standardised across the department.
- To provide all teachers in the department with support, challenge, information and motivation to secure consistent improvement in teaching through individual quality development plans.
- To identify students at risk of underachievement and to ensure that appropriate interventions are in place and that their impact is evaluated.
- To ensure that the aims of the English schemes of learning and the knowledge, skills and attitudes to be imparted to students through the Department, are in keeping with the general aims of the College.





- To play an active part in ensuring that all students are working to their potential and achieving improved standards.
- To play an active part in supporting members of the Department in maintaining sound discipline in line with College policy.
- To play a major role in developing teaching and learning through the use of ICT and to develop the key skills of reading, literacy, numeracy and communication.
- To communicate effectively and efficiently within the department, the Communications Faculty and other Faculty areas in the College.
- Run effective meetings for the team, ensuring the provision of agendas and minutes.
- Support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the Department and to Senior Management.
- To consider the Department's annual budget, to monitor expenditure and be aware of the resource needs of the Department.
Oversee the provision and maintenance of effective resources for learning – textbooks, students materials, equipment, rooms and deploy staff effectively to support learning.
- Attend and contribute to whole school progress related meetings and other team meetings, where appropriate.

School Wide Responsibilities

- To support and actively promote the vision, ethos and policies of the College and promote high levels of achievement.
- To contribute to improving attitudes and behaviour of students and to use the whole school behaviour policy in setting high standards and expectations for students.
- To take on the role of house tutor

person specification

Qualifications & Training

1. QTS status
2. Degree or equivalent in a curriculum subject (Core subject specialism is desirable. Post graduate qualifications welcome. Expertise in our specialist area is also valued highly.)
3. Evidence of professional development in the areas of school improvement and raising
4. Standards
5. Evidence of leadership of a team
6. Financial understanding and/or management of budgets

Skills, Knowledge & Attributes

1. Proven track record of high quality classroom practice
2. A commitment and an ability to teach and manage pupils of all abilities
3. Ability to use information and communications technology in administration, and to access, analyse and interpret data
4. Ability to see new initiatives through to implementation
5. Ability to communicate effectively with adults and young people
6. Highly organised and an ability to work under pressure and meet deadlines
7. Ability to analyse data
8. Knowledge of requirements of the new courses and specifications for KS4 and KS5 English

Experience

1. Minimum of 3 years teaching experience
2. Experience of dealing effectively with challenging behaviour
3. Experience of liaison with parents and outside agencies
4. Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students

Disposition

1. A willingness to learn
2. An ability to initiate developments
3. A positive attitude towards everyday challenges
4. A professional vision for department improvement
5. A role model for other colleagues
6. An effective team member

7. High expectations of students' achievements and behaviour
8. Patience, a sense of humour and flexibility

Other requirements

1. Excellent attendance and punctuality
2. Outstanding capacity for work
3. Smart appearance
4. Satisfactory Enhanced DBS

Specific responsibilities will be agreed with the successful candidate.

The Post holder will also be required:

- To continue personal development as agreed
- To engage actively in the performance appraisal process

Staff will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job.

Opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

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

EUTC is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.





how to apply

To apply, please visit our Times Educational Supplement recruitment page:

Complete the online application and submit.
We will be in touch shortly after your application has been received.

Please visit
www.elstreeutc.co.uk/vacancies
for further information about working with us at
Elstree University Technical College

about us

Learn more about our college:

Visit us at www.elstreeutc.co.uk for all the latest news and events.

Head over to our [YouTube channel](#) to check out the content produced by our students and in-house production company 'EUTC Productions'.

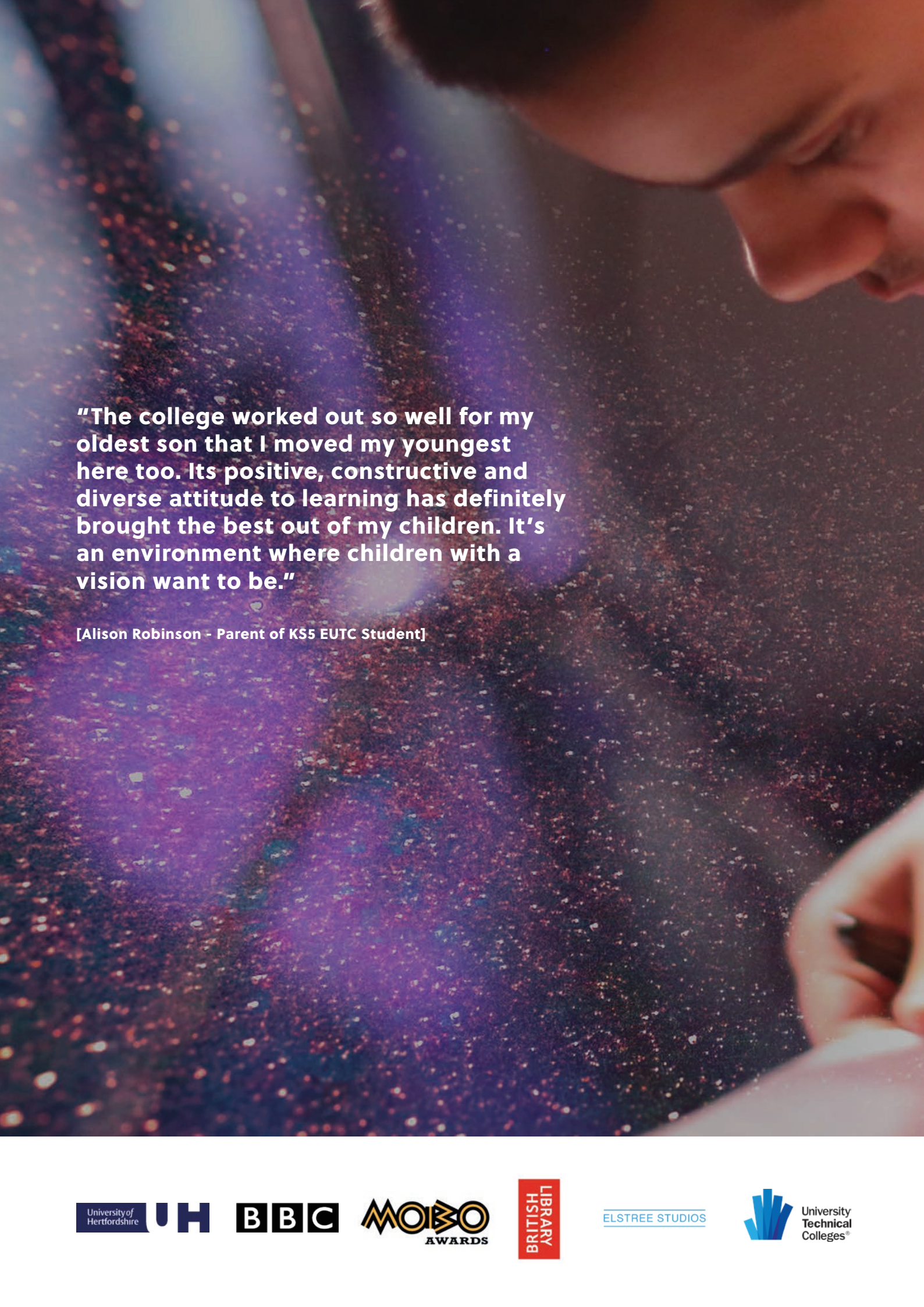
Visit our [Instagram](#) account for behind-the-scenes images from the EUTC campus.

Follow our [Twitter](#) and [Facebook](#) accounts.

Please note that references may be sought for all candidates prior to interview.

Elstree University Technical College is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory Enhanced Disclosure and Barred Service Certificate.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.



"The college worked out so well for my oldest son that I moved my youngest here too. Its positive, constructive and diverse attitude to learning has definitely brought the best out of my children. It's an environment where children with a vision want to be."

[Alison Robinson - Parent of KS5 EUTC Student]