



JOB DESCRIPTION

POST TITLE: HEAD OF MATHS
POST NO: WREQ4047
GRADE: MANAGEMENT SPINE 0 - 6

JOB PURPOSE

The person appointed will be responsible for leading a team of academic staff in the successful delivery and development of high-quality maths courses including GCSE, Functional Skills and ESOL. The role will also include the support of vocational staff training in maths, to support the preparation for T levels. This is a cross-college role that serves 16-19 FTE students, WBLA students as well as part-time adults. The post carries a teaching commitment and the person appointed will be a member of the management team of the maths and English directorate.

The role requires effective communication and people management skills. The ability to motivate a team of staff and work collaboratively with leaders and managers across different vocational areas is essential. The post-holder will be expected to coach and support staff to develop effective learning strategies and pedagogical practice. The role will require a team player who is solution focussed and able to work effectively with different members within a management team.

KEY DUTIES AND RESPONSIBILITIES

The person appointed will be responsible to the Director of English and Maths for the following:

- To manage the delivery, co-ordination and development of a portfolio of maths courses that include GCSE and Functional Skills and vocational staff training.
- To ensure learners are initially assessed and put on the appropriate level of course/qualification.
- To manage the timetabling of the provision and allocate resources to ensure learners receive tuition that is of the highest standard.
- To support, motivate and develop a team of staff who can deliver outstanding teaching, learning and assessment to maximise learner progress and positive outcomes.
- To develop the capacity of all teachers to effectively develop the literacy skills of their learners through the co-ordination and delivery of CPD sessions and staff INSET.
- To standardise GCSE and Functional Skills English through monitoring and ensuring that performance is regularly reviewed and effectively managed.

JOB DESCRIPTION

- To liaise with Curriculum areas and support the development of contextualised literacy development in vocational areas.
- To deliver high quality teaching on a range of programmes.
- To achieve key targets in terms of recruitment, attendance, retention, progress and value-added outcomes.
- To ensure that effective quality assurance processes are implemented and robustly complied with.
- To ensure a proactive approach to the marketing of maths courses both internally and externally.
- To raise the profile of numeracy to students and staff across the organisation.

GENERIC DUTIES

The generic duties and responsibilities are as follows:

- Motivating and developing members of the curriculum team.
- Developing interesting and enriched programmes of study to maximise the learner experience.
- Ensuring academic standards are maintained and improved.
- Arranging effective guidance for present and potential students.
- Ensuring college administrative procedures are carried out.
- Providing servicing to other college groups as and when requested.
- Collaborating with other college groups in the development and preparation of course/programme submissions.
- Ensuring College policies and procedures are adhered to.
- Ensuring that an effective system operates to provide cover during periods of staff absence.
- Providing reports, data and other information as required.
- Monitoring and evaluating programme provision to ensure quality, validity, accessibility and enjoyment.
- Representation on internal and external committees etc. if and when required.

JOB DESCRIPTION

- Development and validation of courses in response to student needs and external bodies.
- Providing first line responsibility for health and safety issues on behalf of the curriculum team.
- Teaching on appropriate courses.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.
- Comply with Information Security requirements, in line with Weston College policy.
- Other duties as may be required by the Principal and Chief Executive Officer to reflect changes and developments commensurate with the grade of the post.

TARGETS

This post has key targets by which success is judged. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be progress monitored and updated on a termly basis.

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies.

- Learner satisfaction
- Staff satisfaction
- Employer satisfaction
- Learner attendance
- Success, retention and achievement
- Learner progress and progression
- High grades
- Area to be graded good or outstanding
- Teaching observation profile.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



JOB DESCRIPTION

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at Weston College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an inclusive approach that celebrates differences.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine Points 0 - 6: £36,015.00 to £42,901.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 318.5 hours per annum inclusive of statutory bank holidays and company closures.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Teaching contact hours: 684 hours (less agreed remission due to management role).

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A relevant Degree, or professional qualification, which is appropriate to the work.	✓	
Relevant successful teaching experience in GCSE maths and Functional Skills.	✓	
A teaching qualification. <i>If you do not possess a recognised Teaching Qualification, you will be required to gain this qualification within your first two years of service (with the assistance of the College).</i>	✓	
A leadership qualification.		✓
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate and/or relevant professional experience.		✓
Ability to use data systems and analyse relevant performance data to identify and support improvement.	✓	
Computer literacy.	✓	
Highly motivated and an ability to motivate staff.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills and communication.	✓	
Management experience and training.	✓	
Proactive and innovative approach to curriculum design and delivery.	✓	
Setting and achieving high standards for self, staff and students.	✓	