

## **HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

An Equal Opportunities Employer

### **APPOINTMENT OF HEAD OF SCHOOL –ENGLISH AND MATHEMATICS FULL TIME, PERMANENT**

Hartlepool College of Further Education seeks to appoint an ambitious, innovative and enthusiastic individual who is passionate about education and can inspire others to transform students' lives. We welcome applications from outstanding managers and teaching professionals with the experience or potential to lead in these areas.

The successful candidate will become an integral part of the College's leadership team and will lead the staff within the academic school of English and Mathematics as well as the cross college strategy to improve literacy and numeracy skills.

The following vacancy represents a significant opportunity for those that wish to develop their career in further education and have the passion and drive to join our College on our journey to outstanding.

**Salary up to £42,444 per annum**

For full details and application forms please go to [www.hartlepoolfe.ac.uk/jobvacancies](http://www.hartlepoolfe.ac.uk/jobvacancies), or contact Human Resources on 01429 404169.

Completed application forms must be returned by **08:30 on Friday 27 September 2019**.

**Provisional Interview Date:** Friday 4 October 2019

Hartlepool College of Further Education is firmly committed to embedding and promoting a safeguarding culture, and adopts safer recruitment practices. Therefore all appointments will be subject to thorough pre-employment checks including an Enhanced Disclosure and Barring Service Check and references.

## **HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

Hartlepool College is a medium sized institution with an annual enrolment of approximately 5500 students. The College operates with an Executive Committee of four, and is organised into seven academic delivery schools.

### **The Schools include:**

- Construction and the Built Environment
- Engineering
- English and Mathematics
- Fabrication, Welding and Automotive
- Health, Care and Education
- Professional and Creative Studies
- Service Industries

### **The School of English and Mathematics:**

The School of English and Mathematics is a large school within the College that services the English and Mathematics elements of a wide variety of programmes as well as delivering a standalone curriculum offer.

The provision within this school supports all vocational areas across a variety of qualification types. For 16-18 learners the school provides the English and maths elements within a programme of study (GCSE and Functional Skills). Adults are supported on the Access to higher education provision or by enrolling to standalone GCSE and Functional Skills classes. The team provide the expertise for the literacy and numeracy elements of apprenticeship standards, a key area of delivery for the College. In addition the staff within the school deliver bespoke support for vocational areas that require that expertise. For example, mathematics tutors deliver advanced maths skills to Construction Engineering students.

In 2018/19 the school supported the College's growth plan through the delivery of Functional Skills provision on a number of key sub-contracting partnerships. This work has added a commercial contribution to the school and required a more flexible and responsive delivery model to meet the demands of employers.

The College has strong working partnerships with other educational institutions across the country. Locally, the Head of School for English and Mathematics will represent the College on the mE+ committee, a collective of English and Mathematics leaders that drive continuous professional development in their subjects through the delivery of an annual conference. National partnerships with other colleges have become an integral part of the school's development. This work has resulted in pilot projects and good practice sharing that in turn has enhanced the student experience.

English and Mathematics at Hartlepool College is well established and continues to improve. The Head of School will lead this team and with the support of the Assistant Principal – Curriculum & Standards, realise the actions of the cross college strategy for English and Mathematics.

## **HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

### **JOB DESCRIPTION**

|                     |  |
|---------------------|--|
| <b>POST TITLE</b>   | Head of School – English and Mathematics     |
| <b>REPORTING TO</b> | Assistant Principal – Curriculum & Standards |
| <b>SALARY</b>       | HPS 40-43 (Management Spine)                 |
| <b>HOURS</b>        | 37 hours per week (full time)                |
| <b>HOLIDAYS</b>     | 47 days plus Bank Holidays                   |

### **THE SPECIFIC NATURE OF THE ROLE**

The post-holder will be responsible and accountable for the delivery of three strands which will help contribute to the College's aspirations of delivering outstanding outcomes for its learners.

As a result of good work to date, the College is rapidly improving achievement rates and is delivering progress in most cases above national averages. However, the College recognises the importance of this area and the challenges to maintain these improvements and deliver consistency. Based on the nature of the curriculum the College is interested in candidates with a very good knowledge of GCSE English and Mathematics either from the FE or from a secondary/academy background.

The strands will focus on: the planning, timetabling and delivery of the College's GCSE and basic skills English and maths curriculum; leading a dedicated and specialist team to deliver teaching, learning and assessment practice that meets or exceeds the College's very high standards; and thereby deliver consistently good (or better) attainment and progress outcomes associated with these two key subject areas.

The post-holder will be responsible for the English and maths delivery across the College reporting to a highly supportive senior team. This role will naturally include self-assessment and improvement action planning; management of staff and coordination of their development; pastoral support of students and associated intervention planning and financial management of the school budget. In line with College culture, the role will require academic leadership and as a result, a weekly teaching commitment of up to six hours will be expected as part of the role.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- membership of the College Leadership Committee;
- lead the College strategies and continuous improvement actions for English and maths;
- design and timetable the College's GCSE and basic skills provision for English and mathematics;
- work with other Heads of School to integrate the provision into vocational study programmes efficiently and effectively;

- lead the College approach to literacy and numeracy initial assessment and ensure that learners are placed on the correct level of learning; ensure all learners' starting points are clear and that aspirational targets are set and achieved;
- Manage and lead staffing within the curriculum area, including appraisal, staff CPD, competence and discipline, ensuring all the college's HR policies and procedures are followed
- Lead programme teams to plan, design and deliver a curriculum which meets the needs of learners, is efficient and contributes to the strategic direction of the College
- inspire the delivery of outstanding teaching, learning and assessment practice across the school with particular attention to progressive delivery methods, including ILT; this will be part-achieved by a weekly commitment to teaching;
- be responsive to the requests from the College's employer services team, developing a high quality curriculum offer to employer stakeholders;
- contribute to all the College's wide ranging student recruitment activities;
- work alongside Student Services to support the advice and guidance and subsequent recruitment of learners enrolling to English and maths provision;
- ensure the full implementation of the College's tutorial policy including timely and accurate information to course leaders and heads of school, learners, parents/carers and employers;
- prepare for and participate in business review meetings, milestone and data checks and self-assessment of progress;
- act as strand lead for external inspection or quality assurance visits including Ofsted;
- embrace the College's RESPECT values and values associated with new ways of working;
- promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post;
- to perform such duties consistent with the position as may be required by the Principal from time to time.

## HARTLEPOOL COLLEGE OF FURTHER EDUCATION

### PERSON SPECIFICATION

|            |   |  |
|------------|---|--|
| POST TITLE | - | Head of School – English & Mathematics |
|------------|---|--|

It is expected that the successful candidate will be able to meet the following criteria:

| Criteria  | Essential (E)<br>or Desirable<br>(D) | Where<br>assessed |
|---|--------------------------------------|-------------------|
| 1 - Teaching qualification and experience leading GCSE/Functional Skills with good outcomes for learners                        | E                                    | i                 |
| 2 - First degree/Master's degree/Management qualification   | E/D/D                                | i                 |
| 3 - Experience of leading and managing people generating 'buy in'   | E                                    | i, iii            |
| 4 - Ability to deal with a wide range of people at all levels   | E                                    | i, ii, iii        |
| 5 - Exemplary oral and written communication skills   | E                                    | i, ii, iii        |
| 6 - Strong organisational skills to manage diverse and conflicting priorities proactively                                       | E                                    | i                 |
| 7 - Good IT skills and understanding of College data systems  | D                                    | iii               |
| 8 - Demonstrable track record of delivering good and better teaching, learning assessment leading to exemplary student outcomes | E                                    | i, ii, iii        |
| 9 – Experience of curriculum design and management to meet learner needs and financial targets                                  | D                                    | iii               |
| 10 – Experience of developing teachers, providing robust feedback and associated development planning                           | D                                    | i,iii             |

**i – application form/letter (qualifications to be verified if successful)**

**ii – work-related activity**

**iii – interview**