

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

APPOINTMENT OF HEAD OF SCHOOL English and Mathematics (English Specialist)

[FULL TIME, PERMANENT]

Hartlepool College of Further Education seeks to appoint a Head of School who can offer inspirational and effective management to the school of English and mathematics.

The College was judged as being 'good' by Ofsted (April 2014) and now turns its attention to becoming outstanding. This exciting opportunity offers an organised, professional and committed individual the chance to join this forward-looking college as it embraces change and strives to become an outstanding further education college.

It is essential that applicants have a teaching qualification and a minimum degree-level qualification in a relevant discipline.

Salary up to £38,850 per annum (*depending on qualifications and experience*)

For full details and an application form please go to www.hartlepoolfe.ac.uk/jobvacancies or contact Human Resources on 01429 857141.

Completed application forms must be returned by **12:00 on Friday 6 January 2017**.

The provisional interview date is 17 January 2017.

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.

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Hartlepool College is a medium sized institution with an annual enrolment of approximately 8000 students. The College operates with an Executive Committee of four, and is organised into ten academic delivery schools.

The Schools are:

- Academic and Professional Studies
- Building Services and Environmental Technologies
- Construction and Allied Trades
- Design, Multimedia and IT
- Engineering
- English and Mathematics
- Fabrication, Welding and Automotive Engineering
- Health and Care
- Hospitality, Catering, Hair and Beauty
- Sport and Public Services

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JOB DESCRIPTION

POST TITLE	Head of School – English and Mathematics [English Specialist]
REPORTING TO	Assistant Principal – Curriculum & Standards
SALARY	HPS 31-40 (Management Spine 1)
HOURS	Full-time (37 hours per week)
HOLIDAYS	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 has rapidly improving attendance rates and is delivering progress in line with national averages. However, the College has ambitions to do much better than national average and is seeking the appropriate person to help take this provision forward. Based on current skill-mix and expertise within the English and maths team, the College is interested in candidates with an English specialism 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 consistently good and better teaching, learning and assessment practice; and thereby deliver consistently good (or better) attainment and progress outcomes associated with these two key 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 a specialist team of English and maths teachers, including their appraisal and continuous development;
- 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;
- 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.

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PERSON SPECIFICATION

POST TITLE - Head of School – English & Mathematics [**English Specialist**]

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

Criteria	Essential (E) or Desirable (D)	Where assessed
1 - Teaching qualification and experience leading GCSE English 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 - Curriculum design and management to meet learner needs and financial targets	D	iii
10 – experience conducting teaching observations, 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