



New College Durham

JOB DESCRIPTION

Job Title:	Lead Practitioner (Maths)
Grade:	Advanced Teaching AT01 – AT03
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Department:	School of Education and Supported Learning
Accountable to:	Head of School/Curriculum Manager

Job Purpose

The post holder will lead, teach and manage high quality learning and outcomes on a range of maths courses including AS, A Level and GCSE. They will also develop and lead on innovative practice across the maths provision of the College.

Key Result Areas

1. Carry out course design, management and development activities including:
 - management of GCSE and A Level maths programmes, including Further and Core maths
 - ensuring GCSE, A Level and Core maths courses are properly documented in accordance with the specifications of awarding bodies
 - ensuring curriculum reviews maintain relevant and up-to-date course provision
 - ensuring designated courses are sufficiently documented to meet the requirements of either Ofsted or any other statutory/professional body to whom the College is accountable
 - ensuring Curriculum development and innovation are encouraged and supported throughout the maths provision
 - ensuring designated courses are planned, delivered and assessed at their appropriate level within the framework of national qualifications
 - ensuring that strategies for teaching and assessment are effective and implemented across designated courses/curriculum area.
2. Ensure that the quality of teaching, learning and assessment across the maths provision delivers the required outcomes by:

- contributing to the observations of classroom practise to ensure the quality of teaching, learning and assessment are upheld and to ensure the agreed strategies are being implemented to deliver continuing improvement and positive student outcomes
 - ensuring all staff are aware of the full range of College learning and support resources available and that these resources are deployed effectively to support students in achieving their learning outcomes.
3. The College's policy and procedures for Quality Assurance and improvement are applied across designated courses including:-
 - the quality assurance and enhancement, in respect of professional and/or statutory bodies, are met
 - accurate and timely reports are produced as and when required
 - accurate student data is maintained across all courses
 - the maths team are developed to ensure they are aware of their responsibilities and carry them out effectively.
 4. Contribute to the setting and achievement of the Colleges targets for widening and increasing participation.
 5. Motivate, direct, lead and develop designated staff in their day-to-day work by:-
 - planning and managing day-to-day workloads to meet agreed targets and deadlines
 - leading designated curriculum and support staff
 - contributing to the effective monitoring and appraisal of staff
 - leading and directing allocated staff in the fulfilment of their role and achievements
 - monitoring standards of performance – and carrying out performance improvement activities where appropriate
 - support and develop designated staff to ensure effective embedding of best practice within their teaching.
 6. To support the Head of School in:
 - planning, co-ordinating and controlling resources in accordance with College procedures
 - contributing to Annual Reports and Operating Plans for the School
 - promoting Continuing Professional Development for colleagues, including mentoring of members of the maths team
 - Manage course delivery.
 - Managing and leading of maths delivery across the provision including the management of A Level maths programmes.
 7. Undertake teaching and leadership duties as determined by the Head of School.

8. Undertake any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

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 New College Durham 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 all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



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Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

PERSON SPECIFICATION

Job Title: Lead Practitioner (Maths)

Knowledge and Experience	Assessed by	Essential	Desirable
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Degree in a Maths related subject	1	✓	
Post-graduate qualification in a Maths related subject	1		✓
Teaching qualification (PGCE or equivalent)	1	✓	
Recent track record of teaching Maths at GCSE, AS and A Level which demonstrates sustained good or better success rates and value added measures.	1/2	✓	
Recent track record of teaching Further Maths which demonstrates sustained good or better success rates and value added measures.	1/2/4		✓
Recent and relevant experience helping students to develop and sustain their basic maths skills.	1/2/3	✓	
Recent and relevant experience of preparing students effectively for GCSE, AS and A Level examinations (preferably under the reformed qualifications) which demonstrates sustained good or better success rates and value added measures.	1/2/4	✓	
Recent and relevant experience of leading an A Level/GCSE maths team with good or better outcomes and value added measures	1/2		✓

Demonstrable commitment to continuing professional development (which can be evidenced and monitored)	1/3	✓	
A current GCSE or A Level maths Examiner or demonstrable commitment to becoming an examiner for either.	1/2/3	✓	
Knowledge and Experience	Assessed by	Essential	Desirable
Demonstrate the ability to lead teams and support individual and team development.	1/2/3/4	✓	
Ability to effectively communicate with people both face to face and in writing	1/2/3	✓	
Ability to work collaboratively within the working environment in order to meet deadlines	3/4	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	3	✓	
Ability to prioritise and organise own workload and work in a timely and effective manner	1/2/3	✓	
Ability to effectively utilise ICT in order to update and maintain learning records	1/2/3	✓	
Suitable to work with young people and vulnerable adults	2/3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

Academic Staff who are new to teaching and who do not have a recognised teaching qualification, will be required to undertake the College's six month programme "Teaching, Learning and Assessment Toolkit" to gain knowledge on the practicalities of the skills to plan, deliver, assess and review teaching and assessment. This should be completed within the probationary period.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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