

JOB DESCRIPTION

Job Title: Assistant Curriculum Director – Natural Sciences

Responsible to: Curriculum Director Natural Sciences

Job Purpose:

- To support the Curriculum Director in the execution of their duties and to deputise for the Curriculum Director in their absence
- To manage the Chemistry or Physics areas (this is dependent on the subject specialism of the yet to be appointed Curriculum Director), including staffing, resources, curriculum and pastoral.
- To ensure the smooth management, delivery and development of the subject areas and the tutorial structure
- To ensure the effective implementation of all quality assurance systems within the subjects managed
- To contribute to the effective management, strategic planning process and development and success of the College.

Subject or subjects taught:- the successful candidate must be able to teach either Chemistry, Physics or Electronics at AS and A2 level (Ability to teach IB Chemistry would be an advantage)

KEY ROLE AND RESPONSIBILITIES

Section A: Teaching

1. To undertake a teaching commitment and assistant curriculum director responsibilities as determined by the Principal
2. To ensure a high quality positive supportive learning environment is provided for all students within the subject area at all times.

Section B: Effective organisation of the subject area

1. To line manage subject teachers within the subject areas in their curriculum and tutorial roles.
2. Ensure the effective organisation of the subject area as laid out below and in accordance with the Professional Duties of a teacher, OFSTED expectations and all college policies.
3. Ensure the effective teaching and learning of the subject or subjects and work towards the achievement of target success rates and value added scores in line with national benchmarks.
4. Ensure all staff strive towards continually improving the student experience and maintaining high rates of satisfaction in the delivery of programmes in the subject area.
5. Ensure that schemes of work inform effective teaching and learning, are reviewed and updated annually and placed on staff shared in accordance with College guidelines and reflecting best practice in the sector.
6. Ensure that work is set, registers taken and cover arrangements organised for the classes of absent colleagues.

7. Manage efficiently all coursework requirements, internal moderation procedures and any liaison with external moderators in accordance with the expectations of the exam boards.
8. Oversee all examination entries for the subject(s) in consultation with the Examinations Officer.
9. Compile and collate electronically a common list of results for all end-of-unit examinations, tests and other internal assessments.
10. Ensure the subject area is kept in neat and efficient order and displays are regularly updated.
11. Convene and chair half termly meetings of the staff delivering or supporting the teaching of the subject or subjects to ensure effective formal communication and circulating minutes (to include the Curriculum Director, Vice Principal and SLT).
12. Ensure the provision of enrichment activities in the subject area

Section C: Support and Guidance of Students

1. Act as lead tutor for identified groups of teaching staff with reference to the tutorial structure
2. Coordinate the implementation of disciplinary procedures to address poor student performance or behaviour across the subject area and liaising with the Curriculum Director, Vice Principal and Student Support Officers in this regard.
3. Act as lead tutor through overseeing the production of references for current and ex students by all teaching staff in identified areas of the college to ensure consistency and assure quality.
4. To ensure appropriate support and guidance on all academic and pastoral matters for students studying the subject or subjects via communicating with individual Tutors and Curriculum Directors and Learning Support.
5. Act as personal tutor for a group of learners.

Section D: Marketing and Schools Liaison

1. Provide leadership and take personal responsibility for the promotion of the subject or subjects through:-
 - Working towards annually agreed recruitment targets re student numbers in the subject area;
 - Informing prospective students about courses through such means as prospectus entries, curriculum sheets, displays and by attendance at Open Evening displays and Taster sessions;
 - Contributing ideas, planning and participating in schools liaison activities as directed by the Curriculum Director

Section E: Professional Development

1. Identify staff development needs in the subject area and ensure the continual development of all teaching staff within the area
2. Ensure the application and review process for staff development is carried out effectively

3. Keep up to date with curriculum developments in the subject(s), sharing good practice and training staff as appropriate and contributing to the broader Personal Development programme of staff.
4. Ensure new staff receive appropriate induction, mentoring and support during their first year of teaching.
5. Carry out Performance Management Reviews with identified members of staff
6. Provide line management support for the professional development of staff.

Section F: Quality Assurance

1. Producing to deadline the self-assessment report and other documentation, reports and statistical analysis as required for the Quality Assurance Cycle.
2. Using information on key performance indicators such as value added, retention and achievement to set targets and drive up quality standards within the team.
3. Prepare reports, plans, and statistical analysis on the work of the team.
4. Undertake systematic tutorial and classroom observation to monitor quality and to develop best practice.
5. Ensuring that resources are used to their best effect.
6. Ensuring day-to-day implementation of the Health & Safety Policy
7. To manage the effective implementation of all college policies and procedures.
8. Undertaking other appropriate duties commensurate with the post as may reasonably be determined by the Principal.

TERMS AND CONDITIONS:

Data Protection Act 1998

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerised or manual, is kept secure at all times. This includes data relating to students and other members of staff. Data must not be disclosed to any unauthorised person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality

The jobholder will be in possession of personal details of staff and students and other confidential information. This must not be discussed or divulged to any unauthorised person. Any such instance could result in dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an Exception Order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are considered 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the College but must be declared in writing at the appropriate stage during the recruitment process. The successful applicant will be required to apply for an Enhanced CRB Disclosure.

1. The appointment will commence on **1st September 2010**
2. This is a full-time appointment on a teachers' contract. Applications for the post on a part-time or job share basis will be welcome.
3. Salary will be in accordance with the post holder's present position, experience and qualifications from main grade to A2 (up to £37,141) depending on qualifications and experience and is paid directly into a bank or building society account as a condition of employment.
4. Sick leave will be in accordance with the procedures laid down by the Havant College FE Corporation.
5. Holiday entitlement is set out in contract for teaching staff.
6. The post holder will automatically join the Teachers' Pension Scheme.

FURTHER INFORMATION

It is hoped that the main teaching commitment of the successful candidate will be either:

1. CHEMISTRY at both AS and A2 levels and IB Chemistry if appropriate. We currently have 6 classes taking Chemistry at AS, with 3 taking the subject at A2; we have 1 class taking Chemistry as part of the International Baccalaureate programme. For both A level courses we have been following the OCR syllabus; we intend to continue with the same specifications from September 2010.

Or

2. PHYSICS & ELECTRONICS at both AS and A2 levels. We currently have 5 classes taking Physics at AS, with 3 taking the subject at A2; we have 1 class taking Electronics at A2 and 1 class at AS. For both of these subjects we have been following the OCR syllabus ('A' for Physics); we intend to continue with the same specifications from September 2010.

The faculty also offers AS/A2 Biology and Human Biology, IB Biology, AS/A2 Computing, AS/A2 ICT, BTEC National Diploma ICT, AS/A2 Environmental Studies, AS/A2 Geography, AS/A2 Geology, AS/A2 Maths, AS/A2 Further Maths and GCSE Astronomy.

APPLICATIONS

Havant College is committed to promoting the principles of equal opportunities. The College aspires to an environment where all employees can develop their potential, regardless of gender, marital status, sexual orientation, disability, age, race, colour, nationality, religion, ethnic or national origin. We welcome applications from all people across all sections of the community and from all backgrounds. All disabled applicants who meet the minimum criteria for the job as detailed in the person specification will be guaranteed an interview.

Completed application forms should be returned to the Human Resources Administrator, Havant College, New Road, Havant, Hampshire PO9 1QL by noon on **Wednesday 17 March 2010**.

Please indicate clearly on the application form whether you are applying for the Assistant Director Post in Chemistry, Physics or both/either.

INTERVIEWS TAKE PLACE ON TUESDAY 23 MARCH 2010

PERSON SPECIFICATION – ASSISTANT CURRICULUM DIRECTOR

All applications are scored against the criteria laid out in the Person Specification. Candidates who have with the highest scores will be selected for interview. Please ensure you provide evidence in the “Skills & Knowledge” section of the application form of the skills required for the job.

	ESSENTIAL CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent knowledge of principles of teaching and learning • Very good working knowledge of current issues in curriculum development and management • Knowledge of developments in the vocational curriculum
SKILLS	<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Leadership skills • Excellent interpersonal skills • Enthusiastic commitment to developing quality of provision • Ability to communicate effectively orally and in writing and to be an excellent ambassador for the college • Ability to work as a member of a team and sustain relationships • Good negotiation skills • Ability to work supportively with staff and students
	<p>IT and Administration Skills</p> <ul style="list-style-type: none"> • Competent IT user • Effective administration and organisational skills • Ability to complete accurate reports with attention to detail and to deadline • Ability to plan, manage and monitor a budget
	<p>Problem Solving Skills</p> <ul style="list-style-type: none"> • Ability to remain calm and logical under pressure • Ability to work flexibly without direct supervision • Ability to use own initiative in identifying actions that need to be taken promptly, prioritise tasks and meet objectives and deadlines set • Ability to work constructively as part of a team and independently to generate and implement new ideas • Ability to assess available information and make decisions independently and in consultation with line manager
	<p>Flexibility, Quality and Personal Development</p> <ul style="list-style-type: none"> • Commitment to flexibility in order to adapt to College requirements and meet customer needs • Enthusiastic positive commitment to setting and meeting challenging performance targets, seeking continuous quality improvement in own and team’s performance through participation in rigorous action planning and monitoring of progress to date • Ability to benefit from training
QUALIFIC- ATIONS	<ul style="list-style-type: none"> • Degree or equivalent qualification • Teaching qualification • Member of IfL or GTC • Successful experience in curriculum delivery • Successful experience in developing teaching and learning and providing pedagogic leadership • Commitment to and experience of leading on professional development