



Applicant Pack



Curriculum Area Leader
Maths, ICT & Computer
Science

PROUD
TO BE
PART OF



THE
Pinnacle
LEARNING TRUST

www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Central Services

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Maths, ICT & Computer Science

In our curriculum area, we pride ourselves on doing an exceptional job. We place teaching and learning at the forefront of everything we do, and students benefit from a modern and innovative approach to course delivery. We continually strive to keep abreast of new research and teaching techniques, and we are relentless in ensuring our young people are well supported. The team works closely together and benefits from a clear culture where consistency and quality of experience is prioritised for all students - we work to inspire them and to develop in them a love for the subjects they study. This is enhanced through the extra curricular activities they can engage with such as the Senior Maths Challenge, and through the industry links we have nurtured with the likes of KPMG, IBM, AstraZeneca and Land Rover/Jaguar.

We promote and encourage our teachers to engage in further staff development in a variety of ways ranging from subject specific knowledge improvement in software and programming language updating, to leadership development and NPQ qualifications. We pride ourselves on being at the cutting edge because how else will we transform the lives of our young people? The Maths, Computer Science and IT area offers a range of A Level, Vocational and Level 2 subjects, including A Level Maths, Further Maths, Computer Science and Statistics, our vocational courses include Extended, Single and Level 2 IT, as well as the innovative T Level Digital qualification. These subjects provide students with the practical, theoretical, and real-world skills required to pursue high level university entry and careers in a variety of associated fields. We have a love of teaching and we have a proven track record of excellent outcomes. At the core of it all is the development of student resilience, independence and problem-solving skills. Students in our area learn to think critically, to analyse complex concepts, to understand the relationship between previous learning and current application, and to communicate their own reasoning and solutions with academic rigour.

Our Special Ingredient

Our enthusiasm, teamwork, and dedication to motivating and stretching students are the golden threads that run through all of our departmental interactions. Working closely together with the spirit of true collaboration driven by a strong sense of moral duty and a life changing sense of purpose, we create an environment of support which enriches us and makes coming to work each day feel absolutely worthwhile.



Job Description & Person Specification

Curriculum Area Leader

Purpose of the role

To lead a highly performing Curriculum Area, providing the highest standard of education to all of the students in the area through a very strong focus on high standards of teaching, learning and assessment, learner outcomes, quality assurance and curriculum development.

Summary of Main Duties and Responsibilities

Leadership and Management Responsibilities

- To play a leading role in promoting the College's mission, values, strategic aims and objectives
- To contribute to the development and implementation of the College's Strategic Plan, Self-Assessment Report and Capacity to Improve Plan.
- To support strategies, plans and the organisational climate that will enable Oldham Sixth Form College to be an outstanding College and exceed the expectations of its staff, learners and employers
- Embed a culture of high performance and service excellence and to lead on the promotion of positive student behaviour in College
- Provide positive and supportive team leadership and effective communication
- Manage the day to day running of the Curriculum Area, including line management of staff, developing working methods and setting targets
- To be involved in the recruitment, appointment, training, development, timetabling and review (including performance) of all staff in the Curriculum Area
- Implementing the College's quality procedures
- Managing delegated budgets and ensuring the efficient deployment of physical and human resources, in line with the College's financial regulations
- Attend and contribute to Curriculum Leadership Team meetings, share good practice, take a lead on initiatives and review and update policies, procedures and processes
- To represent the Curriculum Area Leader team on various cross-college groups as required.

Specific Responsibilities

- To be responsible for the health and safety of staff and students in College, particularly whilst they are working or studying in your area
- To be an outstanding teacher of one or more courses delivered in the Curriculum Area
- To be accountable for student outcomes and the quality of teaching, learning and assessment in the Curriculum Area. To manage all aspects of Quality Assurance in the area to ensure that there is a strong focus on continuous improvement, including student involvement ('learner voice') as appropriate
- To ensure effective monitoring of student progress and support for students identified as being 'at risk' in the Curriculum Area
- To contribute to and support the College's Observation of Teaching and Learning policy.
- To ensure that the curriculum offer across the area is relevant and appropriate. To review the offer and change or develop it when this is required in order to meet the needs of all students.
- To ensure that all courses in the Curriculum Area are well planned and effectively delivered, with an up to date scheme of work and schedule of assessment
- To ensure that all students in the Curriculum Area are supported fully whilst at College, including with their progression to HE or employment
- To ensure the effective recruitment, enrolment and induction of students and supporting College's marketing and School Partnership activities.
- Arranging for lessons to be covered when staff are absent and the provision of relevant work to students.

Requirements of all Staff

- To promote and uphold the College's Mission Statement, values and strategic aims objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability
- To attend briefings and staff meetings as required
- To participate in the College Performance Management Review scheme and undertake professional development and training as required
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

Relationship to other posts within the College

Line Management from: Vice Principal Curriculum and Quality and a designated 'link' on SLT

Line Management of: All staff in the Curriculum Area

	Essential	Desirable	Method of Assessment
Experience			
Extensive experience and proven success in teaching a specialist subject to at least A level (or equivalent) in the curriculum area.	✓		Application/Interview
Successful experience of working on cross-curricular initiatives and extra-curricular activities.	✓		Application/Interview
Experience as an examiner/moderator.		✓	Application/Interview
Experience of analysing data to monitor and report on student and staff performance.	✓		Application/Interview
Successful experience of leading a team.	✓		Application/Interview
Experience of working within a Sixth Form College context.		✓	Application/Interview
Experience of delivering a creative and effective curriculum that is appropriate to the needs and interest of students, the local area and the national agenda.	✓		Application/Interview
Experience of building partnerships with other educational institutions and/or industry professionals.		✓	Application/Interview
Experience of team teaching and supported self-study techniques.		✓	Application/Interview
Skills and Knowledge			
Proven Leadership and Management skills and ability to inspire, challenge and empower others.	✓		Application/Interview
Effective communication and well developed written and oral skills.	✓		Application/Interview
Sound organisation skills and ability to prioritise own work and the work of others.	✓		Application/Interview
Ability to teach more than one subject on the College curriculum offer.		✓	Application/Interview
Up to date knowledge and understanding of educational developments relevant to the curriculum area, including 14-19 and HE.	✓		Application/Interview
Education and Qualifications			
Strong academic background in specialist subject(s).	✓		Application
Good Honours Degree.	✓		Application
Qualified Teacher Status/Qualified Teacher Learning and Skills	✓		Application
Attitude and Personal Qualities			
Commitment to the College Mission, culture and ethos	✓		Application/Interview/R eferences
Willingness to support the SLT in the management of the College.	✓		Application/Interview/R eferences
Ability to think creatively and respond flexibly to new challenges and opportunities.	✓		Application/Interview/R eferences
Excellent interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/R eferences
Confidence in own abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/R eferences
A proactive approach and willingness to contribute to College improvements/initiatives.	✓		Application/Interview/R eferences
Ability to multi-task, work under pressure and meet deadlines.	✓		Application/Interview/R eferences
Active participation in continuous professional training and development.	✓		Application/Interview
Commitment to the College's Teaching and Learning Strategy.	✓		Application/Interview/R eferences
Patience and ability to remain calm.	✓		Application/Interview/R eferences
Suitability to work with children.	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out
more or to
apply:**

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