



**Required to start on 1 September 2018**

## **HEAD OF MATHS (full time, permanent)**

We are seeking to appoint an enthusiastic, committed and talented Head of Department to lead and manage the Mathematics department. If you are able to inspire colleagues and students, have a willingness to share ideas, and are looking for a challenge, we would be delighted to receive your application.

You will have ideas, vision, a positive outlook and very high standards. Your track record as a teacher will be excellent and you will be able to work with colleagues to develop their teaching in order to improve what is already a very high performing team.

## **Pay, Pensions and Safeguarding**

The successful applicant will be offered a permanent full time contract commencing 1 September 2018. The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. Salary: BHASVIC Management Pay Spine C1-3. **The salary range for this grade is £42,585 to £45,228** (NSP9 £38,364 plus up to a further £6,864) depending upon management experience.

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay 10.2% of your gross salary (from 1 April 2015) and your employer pays a further 16.48% (from 1 September 2015). Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

## **The Maths Department**

The Maths department is a large, innovative and dynamic team of staff, currently comprising seven full-time teachers and nine part-time teachers. One of our full time teachers has a reduced timetable because he has a position of responsibility outside the department; another is deployed part-time in Additional Learning Support.

Maths is largely accommodated in seven dedicated classrooms, each with an interactive whiteboard. In addition, there is a large resource base in which subject extensions (drop-in workshops) are held.

The BHASVIC Maths department is operating at ALPS 2 level across the majority of its courses (above the 90<sup>th</sup> percentile of Maths providers in the UK). We have extremely high standards for all our students and aim to develop their knowledge, skills and experience in a stimulating and varied learning environment. We look to exploit diverse strategies of teaching, learning, motivation and tracking so that all students are able to access the understanding and knowledge needed to prepare them effectively for examination and beyond.

The BHASVIC Maths department has a hard-won reputation for excellence and we are now seeking someone with the vision and management skills to lead the department to further success.

## Courses and Specifications

Over 750 students are currently studying AS/A2 Maths (Edexcel) with over 200 more students taking AS/A2 Further Maths, some of whom are preparing for Oxbridge entrance. We provide STEP & STRETCH enrichment once per week after college to support those students applying for top universities. In addition, GCSE Maths (Edexcel/AQA) is taught to over 50 students who did not achieve a grade C equivalent while at school. We do not specialise in modules/courses here at BHASVIC maths i.e. teachers are not fixed in teaching a specific area only. All teachers should be capable and flexible in teaching all courses.

## HOW TO APPLY

For details of how to submit your application, please visit our website [www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**  
**Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.**
- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

**Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.**

The deadline for receipt of applications is **9am Wednesday 21 February 2018**

Interviews will take place on **Thursday 1 March 2018**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

(January 2018)

<b>PERSON SPECIFICATION: HEAD OF DEPARTMENT</b>			
We are looking for someone who can demonstrate the following:		<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>			
1	Qualified at degree level in one of the subjects on offer within the department and in possession of an appropriate teaching qualification (e.g. PGCE or equivalent)	x	
<b>KNOWLEDGE</b>			
2	Up to date subject knowledge at an appropriate level and a firm understanding of how students learn	x	
3	A good understanding of what constitutes effective Learning Assessment and Teaching strategies	x	
4	An understanding of the demands associated with the management of human, physical and financial resources	x	
<b>EXPERIENCE</b>			
5	Recent experience of teaching one or more of the subjects on offer within the department at advanced level and of addressing the needs of students both inside and outside the classroom	x	
6	Experience of managing a course or significant elements of a course	x	
7	Experience of managing a substantial team		x
8	Experience of leading and/or contributing to quality assurance processes	x	
<b>SKILLS</b>			
9	Ability to deliver a high standard of learning, assessment and teaching	x	
10	Ability to evaluate, reflect honestly, improve continually and to promote reflective practices within the department	x	
11	Understanding of and responsibility for promoting high standards of literacy, numeracy and ICT	x	
12	Creative leadership abilities to manage own and others' performances while building productive working relationships and the trust and support of colleagues, students and external contacts	x	
<b>PERSONAL AND PROFESSIONAL CONDUCT</b>			
13	Maintain high standards of behaviour which show regard for the ethos, policies and practices of BHASVIC, and be able to act within the contractual frameworks which set out their professional duties and responsibilities having regard to the SFCA teaching standards.	x	
14	Have regard for the need to safeguard students' well-being in accordance with statutory provisions, show tolerance of and respect for the rights of others, not undermining British values.	x	

# BHASVIC

## JOB DESCRIPTION

**Post title:** Head of Department

**Responsible to:** Head of Faculty

**MAIN JOB ROLE: To provide leadership for a designated curriculum area, assuming line management responsibility for a team of staff. Work with this team and others to secure the achievement of the College's strategic priorities, principally focused on securing high quality teaching and learning, student outcomes and progression.**

### 1. Managing People

- 1.1 Participate in arrangements for the appointment, induction, probation, promotion, appraisal and lesson observation of staff within your department.
- 1.2 Manage the performance of the staff in your department and challenge, when necessary, poor standards through relevant procedures regarding conduct, capability and discipline.
- 1.3 Manage and give professional support to staff in your department including their development and properly apply the College PDR system linking this to the self-assessment process and strategic development within the department and the College.
- 1.4 Ensure that staff in your department comply with College procedures for reporting and assessment.
- 1.5 Delegate specific departmental tasks, including course leadership, to teachers in your department to ensure the efficient and effective management of the department.
- 1.6 Be able to represent team issues to other audiences such as SMT, Governors, parents, students.
- 1.7 Care for others through the applications of Health & Safety procedures and ensuring equal opportunities for all staff.
- 1.8 Organise effective departmental meetings and ensure that minutes are taken.

### 2. Managing Other Resources

- 2.1 Ensure that all departmental finances and resources are managed in accordance with College policy and procedures.
- 2.2 Ensure that all College trips which are run in connection with courses and activities in your department are organised in accordance with College policy and procedures.
- 2.3 Ensure the quality of the learning environment including the quality of learning resources, displays etc. Ensure that students on courses and activities in your department are managed effectively; implement appropriate College policies and procedures and initiate College disciplinary procedures as appropriate.
- 2.4 Ensure that students on courses in your department are adequately prepared for examinations.
- 2.5 Ensure that all aspects of quality assurance are carried out in accordance with College policy and procedures.
- 2.6 Liaise with Admissions and Marketing to enable all courses and activities offered by your department to be marketed effectively.

### **3. Managing a Team**

- 3.1 Lead and support the department in their achievement of individual and team objectives, making sure that members of the team meet professional standards.
- 3.2 Ensure that all courses and activities in your department are managed effectively and in accordance with College policy and procedures.
- 3.3 Ensure that team members engage with data, understanding its use and relevance.
- 3.4 Agree a vision with the team which appropriately balances stability and change and which fits with College strategy.
- 3.5 Ensure effective communication both within the team [e.g. through holding effectively minuted team meetings], between the team and the wider college [e.g. reporting to and from HoDs and other relevant staff] and with other stakeholders [e.g. parents]
- 3.6 Take a leading role in liaising with any relevant support for the department.

### **4. Planning and Managing Change**

- 4.1 Keep up-to-date with all relevant developments in the department's curriculum areas.
- 4.2 Develop a view of the future and identify strategic options.
- 4.3 Participate, in liaison with your Head of Faculty, in curriculum planning for courses and activities in your department; ensure that the timetable is organised and deploy teachers appropriately for courses in your department, liaising with other Heads of Department as necessary regarding teachers who also teach within other departments.
- 4.4 Share knowledge and understanding with team members and produce plans with aims, objectives, timescales and allocated responsibilities.
- 4.5 Work to and meet deadlines.
- 4.6 Monitor, evaluate and adjust plans appropriately in the light of performance.
- 4.7 Participate in the development and dissemination of College strategy.

### **5. Other Responsibilities**

- 5.1 To undertake any other particular duties which may reasonably be assigned to you by the Principal from time to time.
- 5.2 To fulfil your own responsibilities as a subject teacher, as detailed in the job description for a full-time teacher.