

SOUTHEND ON SEA CITY COUNCIL

Southend Adult Community College

JOB PROFILE/JOB DESCRIPTION

Job Title	Team Leader – English, Mathematics and Digital Skills
Reports To	Vice Principal – Curriculum and Quality
Responsible for	N/A
Level	£41,626 - £46,108
Hours	Full Time (37 Hours x 52 Weeks)
Main Purpose of the Job	<p>Lead and secure consistently high standards of teaching and learning across all areas of Maths, English and Digital Skills provision, ensuring that the quality of delivery is at least 'Good' and with a clear and sustained trajectory towards 'Exemplary'.</p> <p>This includes driving continuous improvement in curriculum planning, classroom practice, assessment, and learner outcomes, while supporting colleagues to adopt innovative and evidence-based teaching approaches that maximise student progress and achievement.</p> <p>This post has a teaching requirement of 12 hours per week.</p>
Key Responsibilities	<ul style="list-style-type: none"> • To oversee teaching and learning across the whole areas of English, Maths and Digital Skills provision referring any issues to the Head of Teaching and Learning and Vice Principal Curriculum & Quality • Strategic Lead on the tracking of progress for students on all English, Maths and Digital Skills provision including Online provision • Work with the VP Curriculum & Quality to ensure any learners at risk are identified early and interventions put in place to ensure achievement • Provide Strategic vision and leadership to the team • Timetable and Operational responsibility for the English, Maths and Digital Skills provision at the college in collaboration with the VP Curriculum & Quality • Lead and direction for the staff team in terms of best practice and new initiatives • A direct lead on GCSE provision for Study programme learners • Keeping abreast of the national and global developments English, Maths and Digital Skills provision • In partnership with the Vice Principal have overarching responsibility for the outcomes of students within all disciplines across all levels • Develop an effective coherent curriculum offer for each level that has effective transition throughout • Lead each course with appropriate choice of exam board and syllabus and ensure all schemes of learning are in place to support this • Ensure that retention of students and progression within all provisions is good

	<ul style="list-style-type: none"> • Map the provision and the IAG to support students throughout • Take the lead in ensuring all learners are allocated on the correct levels according to prior learning and study programme rules • Ensure that the role links effectively to the performance management cycle • Ensure that all Health and Safety procedures are adhered to within the subject area • Develop the ethos within the department where the student learning is supported by its environment • Monitor student progress, ensuring appropriate interventions are in place • Analyse assessment data to inform teaching strategies and improve results • Foster a positive learning environment that encourages student engagement and achievement
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PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How Evidenced
Essential Criteria	Experience of teaching within the post 16 sector, particularly the FE sector.	√		Qualification certificate/ Interview/ Application/ Test/Reference
	Have working knowledge of all post 16 funding criteria as it applies to English, Maths and Digital.	√		
	Experience of developing strategies to engage post 16 learners in English, Maths and Digital Skills.	√		
	Degree in English or related subject.	√		
	PGCE/Cert Ed/Level 3 or similar teaching qualification.	√		
Desirable Criteria	A leadership or team leading qualification.		√	Qualification certificate/ Interview/ Application/ Test/Reference
			√	
			√	

			√	
Council Competencies	<p>Ability to be flexible, with a can-do attitude and work independently</p> <p>Ability to prioritise workload and work accurately with attention to detail</p> <p>Ability to work well under pressure</p> <p>Ability to seek out and understand the expectations and needs of customers/clients</p> <p>Excellent communication skills; both written and verbal</p> <p>Ability to work as part of a team</p> <p>Ability to always maintain confidentiality and act with discretion</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Qualification certificate/ Interview/ Application/ Test/Reference</p>
Additional Information (e.g. physical skills or working environment)	<p>The successful candidate will be required to undergo an enhanced DBS check.</p> <p>Occasional evening work may be required for school events or parent meetings.</p> <p>Ongoing training and professional development opportunities will be provided.</p>			<p>Qualification certificate/ Interview/ Application/ Test/Reference</p>