

Group Member:		Pudsey Sixth Form College	
Job Title:		Curriculum and Quality Specialist Teacher	
Reports to:		Head / Deputy Head of Department	
Job Grade	T4	Department	Pudsey Sixth Form College

ROLE SUMMARY:

The role will provide current, specific subject expertise in a specialist curriculum area and support quality assurance and improvement systems across Pudsey Sixth Form College. The postholder will maintain links with universities to support superb HE progression and build links with exam boards and other superb Sixth Form institutions to help to ensure the curriculum content and delivery reflects the latest professional and pedagogical practice. The postholder will support the delivery and roll-out of CPD and impact teaching, learning and feedback quality across the organisation. The postholder will also help ensure the curriculum delivery team are aware of the latest developments within the sector and have recent CPD and industrial updating.

At Pudsey Sixth Form College, we are building for success from the ground-up. The new T4 Curriculum and Quality Specialist Role will comprise a reduced teaching workload of c.18 hours per week alongside a key role in maintaining and improving teaching, learning and assessment quality across the institution. Experience in building and improving aspirational links with top-quality destinations, driving forward standards of pedagogical practice, and/or examining exam boards at level 3 are essential.

SPECIFIC ROLE RESPONSIBILITIES:

1. To undertake teaching, learning and assessment in a specialist subject within a Sixth Form context.
2. Secure outstanding student outcomes in the specific subject taught
3. Provide current professional or academic expertise to support superb progression to a range of Universities, including Russell Group where appropriate
4. Support the development of new curriculum content, delivery and CPD in areas within a particular subject area or area of pedagogical practice
5. Share current and specialist expertise across the delivery team (e.g. through regular communication and / or the delivery of high quality CPD and industrial or academic field updating);
6. To maintain and help develop new links with Universities and exam boards to ensure superb outcomes and progression

CORE RESPONSIBILITIES:

1. Deliver specialist curriculum content in a core academic subject area
2. Contribute to effective delivery of high quality, aspirational pedagogy across the whole of PSFC
3. Contribute specialist subject knowledge for the development of new pedagogical approaches, such as development of online spaces, flipped learning and value-added focused pedagogy.
4. Deliver and assess essential knowledge and understanding to learners.
5. Plan, prepare and develop schemes of learning (SoLs), teaching and learning resources and assessment plans and help to ensure these are in place for all the course(s) teaching activity.
6. Help to ensure all team members maintain and update knowledge of the subject area and are well equipped to deliver superb HE or workplace progression.
7. Motivate and inspire learners to achieve targets and develop their skills to enable progression.
8. Reflect on what works best in teaching and learning to meet the diverse needs of learners and personalise the learning experience
9. Develop and adapt curriculum delivery with the course team to maximise its effectiveness and efficiency
10. Record learner progress and ensure individual and group learner targets are met.
11. Develop and employ effective assessment activities and ensure learner work is assessed with constructive and timely feedback provided that motivates and inspires learners to improve and achieve.
12. Assist with the marketing of courses and provide high quality IAG (including full participation in open days, transition activity, enrolment and induction).
13. Assist with the complete a course level self-assessment report and maintain the course quality improvement plan.
14. Take a key role in internal and external quality systems, particularly learning walks, short lesson visits and marked work audits to drive improvements in teaching, learning, assessment and feedback
15. Assist with internal verification/moderation.
16. Teach in line with the expectations for the role, modelling best practice in TLA
17. Ensure achievement of student outcomes that are in line with or above national rates in a specialist subject
18. Any other duties that are specific to the department
19. Assistance in the preparation, support and participation of examinations and invigilation across the Group
20. Ability to participate in evening/weekend work as required

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational / technical qualification or degree in teaching subject	A / C
E	Q3. English and Maths at Level 2 or above or be willing to work towards one within a given timeframe, as well as a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q4. Relevant up to date subject knowledge	A / I / P
E	Q5. Experience in participating in quality assurance and improvement systems	A / I / P

E	Q6. Recent delivery in the Sixth Form College, School Sixth Form or GFE sectors.	A / C
E	Q7. Evidence of securing outcomes in line with or exceeding national rates in specialist subject area	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant recent experience in the subject sector area and clear expertise.	A / I / MT
D	EK2. Experience of positively managing student and group progression, advice and guidance in a training	A / I
D	EK3. Experience developing creative learning materials for groups of learners	A / I / MT
D	EK4. Experience of undertaking internal verification and moderation activities	A / I
E	EK5. Proven commitment to continuous professional development	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Current expertise in the specialist subject sector and/or HE progression and/or examination marking with exam boards	A / I
E	SC2. Able to demonstrate ability to remain current in the specialist subject area (e.g. through professional development, professional organisations, attendance at conferences, membership of communities of practice, exam board experience etc.)	A / I

D	SC3. Commitment to develop and deliver strategies to improve retention, achievement, success and attendance rates for groups of learners	A / I
D	SC4. Ability to plan and deliver quality teaching across identified cohorts	A / I
E	SC5. Ability to work as a pro-active and supportive member of a team, with skills to lead in a particular area of the curriculum	A / I
D	SC6. Ability to inspire and motivate learners to achieve their best	A / I / MT
D	SC7. Exceptional verbal /written communication and interpersonal skills	A / I / MT
D	SC8. Ability to provide productive insight into the review process and development of identified courses	A / I
D	SC9. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I