

HEAD OF DEPARTMENT – MATHS

Candidate Information



INTRODUCTION & BACKGROUND

St. Andrew's College, Cambridge has been offering both UK and international students the opportunity to study in central Cambridge for over 40 years. What makes us different is we are a small school with dedicated staff who are committed to helping students to achieve success and have a successful future. Our administration team and many of our teachers have been working with St Andrew's for more than 10 years and this means we all have the experience needed to help and support the students in every aspect.

The college has six of its own halls of residence, all within walking distance of the academic and administrative buildings. Each residence has a live-in House Manager who looks after the welfare of the students, providing an excellent level of care and support.



LOCATION

St Andrew's College Cambridge is set in the heart of Cambridge. Based in four buildings, closely located to the town centre, it is very much an 'urban college'.

Cambridge is renowned for its academic history it is the base for many museums and cultural centres. It has a population of approx. 200.000 people. Cambridge is a significant tourist centre and the one of the most popular visitor destinations in England.

Since the 2010, Cambridge has seen significant development. A new development area around the train station has been developed for residential flats and retail outlets, which is proving very popular. It is well served with excellent road and rail links, being connected via the M11, and having a railway station and airport in close proximity.

COLLEGE AIMS & ETHOS

St. Andrew's College Cambridge provides a distinctive co-educational environment for international and UK boarding, and day students aged 15-22. We offer a safe and caring environment where our vision is to unlock the academic and personal potential of each student, whatever their ability, and to encourage them to realise their ambitions.

We offer:

- A positive and enriching environment
- High quality teaching and pastoral care
- Encouragement in achieving individual ambitions
- A peaceful and secure place to study.

To assist this, we vision to foster and maintain a close, ordered, and friendly community, where all individuals are known by their names and where respect for self and others is promoted, so that when students move on to the next stage of their education or careers, they leave as self-confident young people capable of independent learning.

We aim to provide high quality teaching, learning and pastoral care as well as flexible English language support, are key factors in achieving this and we vision to encourage independent learning, with small classes where the differing needs of students are recognised and supported. It is crucial to our overseas students' success that they develop the ability to communicate effectively in English, both academically and socially. Thus, ongoing English language support is a key element at every level and throughout the curriculum for all students.

We are minimally selective, with a broad range of ability in our students. The majority will be visioning

to move on to university either in the UK or overseas and most will gain their first choice of university. Our vision is to ensure that we help each student to achieve the best of which they are capable.

Our rules are sensible and are kept to a minimum, designed to provide a stable and safe environment. We vision to maintain and encourage flexibility and tolerance, within the bounds of safety, dependent on age group.

Communication with all stakeholders is valued. Even though many parents are overseas, we vision to achieve as active a partnership as possible, both formally and informally.

Our overall vision is to provide an educational and pastoral experience that is focused, safe and enjoyable for both staff and students alike.

ISI INSPECTION REPORT

In the last full Ofsted inspection report (May 2018), St Andrew's College Cambridge has been judged 'good', which is a high rating for every college category.

The main highlights of the report are:

- The college exceeds expectations for the quality of education
- Students are supported by excellent teaching and a well-planned curriculum
- Students demonstrate very high levels of knowledge development
- Students' progress
- The college provides a safe and secure learning environment for students and staff
- The college's pastoral structure provides good support and guidance for its students in accordance with its aims

- Relationships between staff and students are good
- Students report that they are happy, safe, and extremely well supported
- Leadership and management are good.
- Students in interviews expressed a high level of satisfaction with the education provided

GOVERNANCE

The college is a registered company limited by guarantee operating within the Dukes Education Group Ltd. The college is governed by a Board of Directors, consisting of:

- Chairman
- Managing Director (Colleges) (Safeguarding Governor)
- Chief Financial Officer

The Board of Directors is assisted by a professional support team and appointed Senior Advisors to review all aspects of college performance and monitoring. This includes safeguarding, fees, staffing, budgets, health and safety, property, admissions and marketing, compliance, inspections, training and development, legal matters, complaints, surveys, and other local college issues.

The Governing Body meets termly to consider reports from the Principal covering all college matters.

The Board appoint the Principal and all other members of the SLT. The board via the Dukes' Managing – Colleges retain ultimate responsibility for the approval of all policies and developments. They also review regularly their impact on college finances and operations. All operational matters are delegated to The Principal and as appropriate, who are responsible for fulfilling the college's aims and the successful implementation of the college's strategic development plan.

COLLEGE STRUCTURE AND LEADERSHIP

St Andrew's College Cambridge is lead and managed internally by the following team:

Senior Leadership Team:

- Principal
- Deputy Head, Academic
- Head of Boarding and Pastoral Care
- Bursar



COLLEGE

St Andrew's College Cambridge is registered with the Government as a boarding college for pupils and students from 15-22.

Pre-A-Level Course

St Andrew's College Cambridge began operating an intensive one-year Pre-A-Level course for students with a lower level of English in preparation to join the 2-year A-Level program or the 1-year Foundation course. The students would complete 15 hours of general English, 5 hours of English for Academic Purposes, 5 hours of iGCSE Maths and then a choice of 3 pathways:

Art Pathway - Art & Photography | Business Pathway - Economics & Business | Science Pathway - Biology, Chemistry and Physics |

Currently, approximately 12 students undertake Pre-A-Level in:

The curriculum also includes PSHE/RSE/SMSC and PE as additional courses.

A Levels

St Andrew's College Cambridge offers an outstanding academic programme for admission to universities in the UK and internationally. Currently over 60 students undertake A levels from a range of 16 subjects:

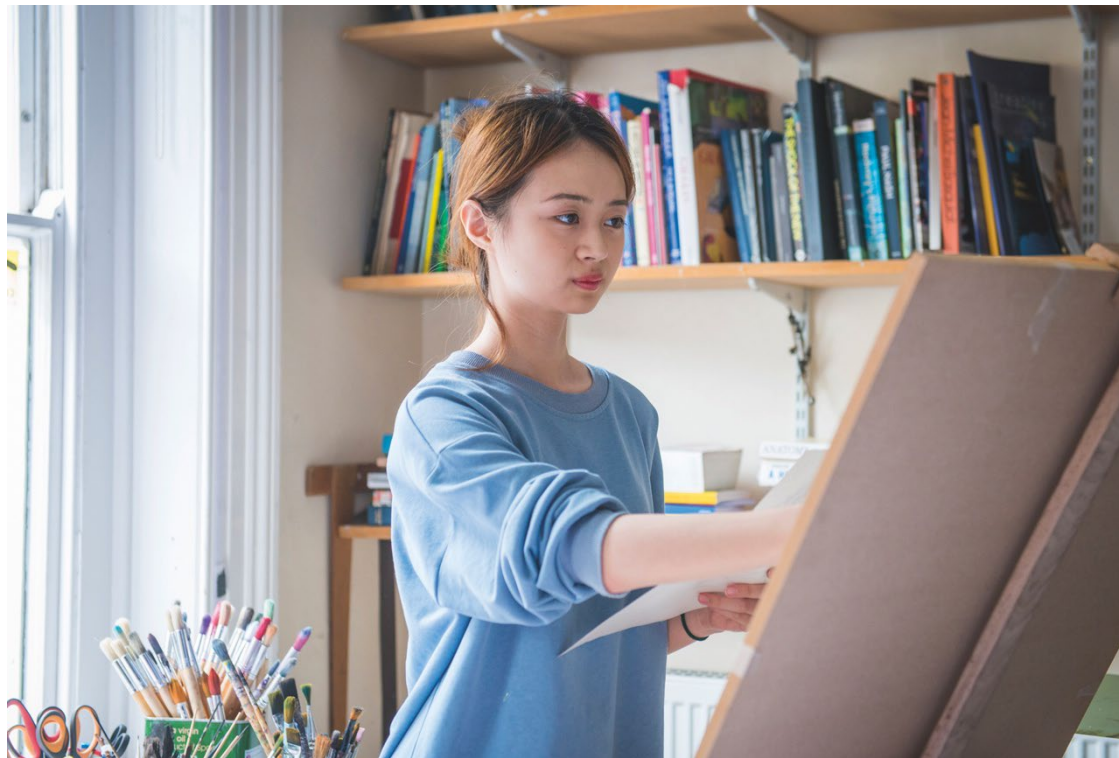
Art | Italian | History | Biology | Further Mathematics | Mathematics | Chemistry | Geography | Physics | Economics | German
| Psychology | English Literature | Business | Photography | Sociology

An EPQ may also be undertaken

In addition, the college helps students build management and project skills, teamwork abilities, confidence, and a healthy mindset. Our teaching approach places considerable emphasis on independent learning – to look beyond simple answers and demonstrate a passion for knowledge and discovery. To support this aim, all students have access to courses in critical thinking, effective communication, leadership, and entrepreneurship.

Learning begins in the classroom but doesn't end there. All students take part in an extensive super-curricular programme including elements from work observation, academic enrichment trips, career-based societies, and a wide range of academic competitions.

An extensive university preparation programme complements the curriculum, giving students the best chance to achieve their potential. This includes specific assistance for Oxbridge entry, Medicine and Healthcare degrees and international university preparation. As a part of Dukes Education, we are supported by Dukes Consultancy, including Oxbridge Applications, Medic Applications and US University Applications in providing expert and bespoke assistance to our students.



JOB DESCRIPTION

Overall responsibility for teaching, learning and achievement within the department. Providing professional leadership and support to colleagues and students to ensure excellent quality standards within the department.

Organise the delivery of the subject within the school in compliance with the relevant curriculum/ syllabus. Contribute to the development and maintenance of the College's strategy, goals, policies, procedures, and values.



ACADEMIC LEADERSHIP AND DEVELOPMENT

- Provide strategic direction and leadership to the department and facilitate the College in meeting its strategic vision and goals.

- Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data (applicable to student and peer progress and development).
- Ensure the delivery of teaching and learning to each student is of excellent quality and a positive experience.
- Ensure the department follows the appropriate external examination syllabuses, keeps up to date with syllabus changes and informs colleagues of any changes.
- Implement internal work plans, formal and informal, to ensure all students are taught in an effective and challenging way and meet their full potential. This will identify clear targets for teaching and assessments, timescales, processes, and success criteria, etc.
- Support, facilitate and monitor the progress of departmental plans and practices and ensure they make a positive contribution to the College.
- Report to the Principal regarding the progress and development of the department. Attend senior management meetings as and when required and make a contribution to the College's overall strategy.
- Hold regular departmental meetings to keep staff up to date of developments and seek feedback to be reported to the Principal.
- Promoting students' enjoyment of academic life and their ability to manage their own learning and ensuring this is developed and maintained by all teachers within the department.
- Give feedback to peers regarding teaching styles and performance to ensure high standards.
- Be aware of the capabilities of all students within the department and continuously monitor their progress to identify any issues (effectively manage any issues identified with peers).
- Ensure the department development plans, learning materials, policies and practices are updated annually and aligned with the College's aims and objectives.
- Inform the department of any development or matters under discussion within the College.
- Ensure peers contribute to the College's wider business aspirations and their contractual duties.

TEACHING & LEARNING

- Lead the department in the teaching of the subject and act as a role model for high quality teaching and learning in subject and curriculum.
- Keep abreast of developments in teaching styles and subject content and update subject teaching materials as and when appropriate.
- Work with peers to create effective learning materials and teaching plan for subject.
- Ensure all subject staff follow the agreed syllabus / teaching requirements.
- Implement appropriate assessment and testing practices within the department and ensure they are implemented appropriately and marking requirements are undertaken in a timely manner.
- Monitor and evaluate the effectiveness of teaching styles and learning materials within the department to ensure they are of the appropriate high standards.
- Provide regular feedback to subject staff on teaching and learning and identify and support areas of improvement where necessary.
- Encourage and facilitate the sharing of teaching practices and shared understanding amongst staff within the department.
- Ensure subject staff have sufficient resources and understanding of subject area to provide effective high-quality teaching.

STAFF MANAGEMENT

- Act as the first point of contact to provide support and guidance to staff within the department, particularly if they require assistance with their professional development or the development or behaviour of a student.

- Assist the Principal in the recruitment and performance management of subject staff and any disciplinary issues that may arise.
- Ensure all subject staff understand and comply with the College's policies and procedures and work towards the College's strategic goals and aspirations.
- Lead the subject staff in achieving its departmental goals.
- Alert the Principal of any performance and/or conduct issues identified regarding subject staff or students and assist the Principal in managing such issues.
- Implement and promote the use of performance management to develop the personal and professional effectiveness of staff.
- Undertake annual and interim appraisals of subject staff.
- Manage the performance of subject staff, including classroom teaching observations, review lesson plans and examination marking, attendance, professionalism, and conduct.
- Monitor the wider contributions made by subject staff to the College.
- Take initial responsibility for the welfare of subject staff and report any concerns to the College's HR department and the Principal.
- Monitor the workload of subject staff and delegate work across the department as appropriate, including effective delegation to ensure all teachers have an opportunity to provide a contribution towards the College's wider strategy and participate in developmental opportunities to gain further experience.
- Facilitate training for subject staff as and when required.
- Provide input to the College's administration team regarding the departmental teaching timetable, extra-curricular activities and any additional commitments required of subject staff to facilitate effective time management and fair allocation of responsibilities.
- Ensure subject staff complete the marking of student entrance examinations (to be admitted into the College).

ADMINISTRATION

- Maintain efficient and effective learning resources for the department that comply with the appropriate syllabus.
- Ensure all subject staff maintain up to date records of learning materials and teaching records, including student results, etc.
- Implement appropriate procedures and practices for students' assessments and the recording of grades.
- Ensure staff comply with their duties and coordinating their workload and responsibilities as required.
- Analyse department results and report to the Principal at the end of each term.
- Discuss departmental responsibilities, workload, and timetabling with staff to ensure workloads are fairly and appropriately delegated.
- Maintain clear and concise records applicable to management responsibilities.

GENERAL RESPONSIBILITIES

- Support and facilitate the College's activities and development initiatives.
- Contribute to the attainment of the College's strategic objectives, as appropriate.
- Demonstrate consistently professional and positive attitudes, values and behaviours which are expected of pupils.
- Undertake such duties as may reasonably be required in consideration of your role, general responsibilities, salary level.
- Participate in and promote the College's professional development and appraisal practices



PERSON SPECIFICATION

The person specification provides an outline of the experience, skills and abilities required of the success candidate. Within your application, you should match your own skills, experience, and abilities to those listed below and set out how you satisfy the criteria.

CATEGORY	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none"> Degree or equivalent in teaching subject area Teaching qualification 	<ul style="list-style-type: none"> Postgraduate or PHD in subject area
Experience	<ul style="list-style-type: none"> Experience teaching at A-Level standard in subject area Experience in managing a team/others 	<ul style="list-style-type: none"> Experience in the applicable examination board for subject area Experience in supporting students with University applications
Skills, Qualities & Abilities	<ul style="list-style-type: none"> Excellent teaching competency in subject area, including classroom teaching and lesson planning Efficient and effective administrator works within set timescales and deadlines, manages own workload autonomously, maintains clear and up to date records of work, record students results in a timely manner Strong communication skills, oral and written, with students, colleagues, and student parents Ability to lead a team and motivate and inspire in an education setting Effective team worker Monitor statistics and student results to identify improvement areas Ability to gain the trust and confidence of students and peers Takes responsibility for promoting the welfare and advancement of students and peers 	

	<ul style="list-style-type: none">• Provides efficient contribution to curriculum and subject area teaching materials• Takes responsibility for own professional and personal development• Committed to developing knowledge of subject area and peers' personal development• Supervising and mentoring colleagues and sharing knowledge and skills• Communicates effectively at senior management level and contributes to strategic decision making and planning• Ability to plan workload of others and delegate duties in an effective and responsible manner• Proactive in managing responsibilities and complies with strict timescales	
Other	<ul style="list-style-type: none">• IT Competent• Strong organisation skills• Satisfactory CRB check	

TERMS & CONDITIONS

A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance without prejudice, on the likely main provisions

- A highly competitive remuneration package, with a salary commensurate with the seniority of the post, the experience of the candidate and the regional location of the college.
- Inclusion in the St Andrew's College Cambridge pension plan. The appointment is subject to two terms' notice.
- Holiday entitlement is by arrangement with the Principal and while it should generally be taken during college holidays, the Deputy Head (Academic) will be expected to be present for some periods outside term time.
- The Deputy Head, Academic's performance will be subject to a regular review.
- The college will be supportive, whenever possible, of external professional activities such as committee membership and professional body activities as agreed with the Principal.
- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).
- Longlisted candidates will be asked to undertake identity and qualification checks which conform to the college's Safeguarding Policy. They must also agree to references being taken up at the final stage and checks made with past employers.
- The successful applicant will be required either to complete a self- disclosure medical questionnaire or have a medical examination paid for by the college.
- The appointment is subject to satisfactory references, satisfactory clearance from DBS, proof of identity and qualifications and a satisfactory medical report.

