



**JOSEPH
CHAMBERLAIN**
SIXTH FORM COLLEGE

Ofsted
Outstanding
Provider



APPLICATION PACK

HEAD OF MATHEMATICS



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INTRODUCTION FROM THE PRINCIPAL & CEO

Dear Colleague,

Thank you for your interest in the position of Head of Mathematics at Joseph Chamberlain Sixth Form College (JCC) for September 2026. We are delighted that you are thinking about joining us.

As you get to know the College a bit more throughout this application process, I am confident that you will see what a special place JCC is: our students are a joy to work with; our staff are wonderful to be around and our facilities/resources are first class. I am extremely proud to lead such an exceptional place, where we are all united in our aspirations to do our best by each and every student.

Our students come from diverse range of backgrounds, and we embrace the opportunities that come with being located in one of the more deprived areas of the country because this is what makes JCC such a vibrant and exciting place to work. To see our students achieve the phenomenal success that they do, and to watch their development into confident, aspirational young adults, gives us all enormous pleasure. We are really proud of the positive difference we are able to make to their lives.

We are known locally and nationwide as a place of true excellence, where the progress students make places us regularly in the top 10% of the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection of 2024, we were awarded their highest grade of 'outstanding' in all categories for the second time in a row. This is, I believe, because our staff are some of the best in the country and are all positive, like-minded individuals, who share a passion for working with young people to transform their lives for the better.

In return for that dedication, I promise you a happy and supportive place to work, where you will be fully recognised for what you do and be provided with all the support, facilities and resources that you need to do the best job that you can. We will nurture your career carefully with fantastic professional development opportunities and look after your wellbeing with a combination of care and additional benefits.

Finally, I would like to say that I really appreciate your investment of time in exploring the College and this position. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal and CEO



ABOUT JOSEPH CHAMBERLAIN COLLEGE

Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers, alongside approximately 800 part-time adult learners on a separate site.

Our curriculum offer is highly inclusive, offering the potential for enormous success to all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with school leavers at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. In addition, our separate Adult Learning Directorate offers part-time classes in ESOL, maths and vocational studies to the local communities. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, work experience, subject-based co-curricular activity, trips/visits, and various other student-led clubs/societies.

In 2024, students at Joseph Chamberlain College achieved, once again, outstanding exam results, placing us in the top 10% of all schools and colleges nationally for the eleventh consecutive year. In our most recent Ofsted inspection, we were graded as 'outstanding' in all categories for the second time; we are the only College in the West Midlands to achieve this in two consecutive inspections.

We have been featured in the Parliamentary Review twice for best practice in further education, and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high-impact professional development. We run award winning work experience programmes and hold the prestigious Matrix Award for careers advice and guidance. As part of a local Teaching Alliance, we support all Early Career Teachers, from both secondary and post-16 backgrounds, to complete their ECT years and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state-of-the-art building with superbly equipped classrooms and outstanding facilities.



Our Purpose – What We Are Here To Do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

Benefits of Working at JCC

- We operate in line with **the Sixth Form College's Association term and conditions** in terms of pay, annual leave/holiday and pensions.
- **State of the art building and outstanding facilities.**
- **Generous pension contributions** for both Teacher's Pension Scheme (TPS) and for the support, the Local Government Pension Scheme (LGPS).
- **Lower teacher contact time** than the national average.
- **An extra week of annual leave** can be earned each year via our generous 'time off in lieu' (TOIL) policy for teaching and term time staff allowing you to leave earlier in the Summer term.
- **Christmas shutdown.**
- **Free car park** in a brand-new facility with charging for electric vehicles.
- A **detailed staff wellbeing strategy**, including a social committee, staff wellbeing days, free breakfasts and wellbeing groups.
- **Strong established departments**, well-equipped with resources and learning materials to share.
- **Highly specified IT technology.**
- **Cycle to Work Scheme** with secure facilities for those who cycle.
- **Free access to a state-of-the-art gym** and sports facilities.
- **Membership of rewards schemes** e.g. Blue Light Card, Discount for Teachers.
- **Access to a range of medical benefits** including health cash plan via BHSF, reimbursed flu vaccinations and eye tests, and access to the College Nurse/Paramedic on site full-time.
- **Employee Assistance Programme (EAP)**, offering legal, health, financial, counselling and wellbeing advice.
- A **free bus to the city-centre** each evening.
- **Hardworking and well-behaved Sixth Form College students** who are ambitious for their future success.
- **Extensive pastoral and welfare support for students:** teachers do not need to undertake these duties.
- **A supportive and caring leadership team.**
- An **exceptionally comprehensive programme of professional development, leadership programmes and support for all stages of your career.**
- **Excellent programme for ECTs**, including personalised coaching/mentoring, weekly group sessions, secondary school experience placements and membership of a local teaching alliance
- The **College is in an exceptionally secure financial position with high cash reserves**, providing security for all employees.

JOB DESCRIPTION

Job Description: Head of Mathematics

Location of the post within the College structure:

The post holder will be a member of the Middle Leadership Team

Reports to:

Assistant Principal of Curriculum (Academic Studies)

Duties and responsibilities:

In the first instance, the duties and responsibilities are listed below. Going forward, as the role develops, the duties and responsibilities within this role may also be subject to further change.

Overall Purpose of the Role:

To sustain or secure outstanding student achievement and value-added performance within a subject department, through outstanding leadership of staff and students. To create a subject department that has shape and character, ensuring students benefit from very high standards of classroom practice and an overall departmental experience that challenges, inspires and motivates them to make exceptional progress.

1) Leading Teaching and Learning

- Plan, prepare and teach your own classes, acting as an excellent role model to colleagues in the department
- Secure very high levels of value added (ALPS), achievement rates and high grades across all courses in the department
- Take responsibility for the development of learning materials and resources in the department so that the area is comprehensively resourced to a very high standard
- Undertake lesson observations for those members of staff who are completing their probation period and, from time to time, when required across the College
- Work closely with the Heads of Teaching, Learning and Assessment to ensure coaching is in place for those that need it and that individual teacher improvement plans are high impact and driving forward standards of classroom practice.
- Manage teaching effectively, including the teaching of classes when members of staff are absent.

2) Leading Others

- Lead a departmental culture that demands high standards and in which staff feel empowered, valued and recognised for the work they do
- Be responsible for the performance management of staff in the department, including their appraisals, improvement plans, training, coaching and development
- Deploy the College's HR Procedures in the management of your staff, including those relating to absence, conduct and performance
- Manage the cover of any classes due to staff absence, liaising with the Learning Resources
- Manager to provide assistance, if required

- Assist the Director of Studies with timetabling all subject staff each year
- Assist the Senior Leadership Team with the recruitment of new staff, as and when required

3) Leading Systems and Processes

- Prepare, with your team, a self-assessment report (SAR) each year that closely analyses strengths and areas for improvement for the year ahead, ensuring that this is updated and reviewed regularly
- Develop and implement, with your team, a department improvement plan (DIP) for the subject
- Complete regular audits of the standards of classroom practice in the department through observation, learning walks, work scrutiny exercises and student voice activities; ensure that the outcome of these audits informs improvement plans for the department and for individuals
- Lead regular department meetings that focus on curriculum issues, student achievement, teaching strategies and the student experience
- Prepare for and attend course review four times a year to report on student achievement and progress to the Principal and members of the Senior Leadership Team
- Manage the subject budget effectively to achieve best value

4) Leading Students

- Develop and maintain a subject ethos of scholarship, high expectations, mutual support and care for students
- Work with Senior Pastoral Managers and Personal Progress Tutors to ensure high levels of attendance, behaviour and punctuality in the department
- Deploy effective strategies to capture the opinions and feedback of students, responding as appropriate to secure high levels of student satisfaction with courses in the department
- Manage the behaviour of students whilst in the department, deploying the College's student disciplinary procedures as appropriate
- Work with the Head of Extended Learning to establish a broad and interesting programme of enrichment and enhancement activities in the department, including clubs, societies, guest speakers and external visits

5) Leading the Curriculum

- Be responsible for the standards of verification and moderation in your department, as set out by the awarding body
- Engage in curriculum development and planning activities, individually and as a team, to develop and improve the curriculum
- Work with the Director of Studies to ensure that appropriate entry criteria are set for each course in your department
- Work with the Director of Studies to ensure that an appropriate curriculum offer is in place in terms of the range of provision and in terms of the chosen exam board specifications/qualifications

- Be responsible for the appropriate administration of exam entries for courses in the department and liaise with external exam awarding bodies as appropriate.
- Lead the department in the planning and preparation of cross college events and marketing activities

6) Leading Self

- Actively promote your department and its success, including represent it internally and externally and developing strong links with Partner High Schools, Higher Education Institutions and other organisations, as appropriate
- Participate fully in your appraisal and professional development activities, such as leadership training, as required
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures, including data protection
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults.



PERSON SPECIFICATION

The following criteria are used to short-list applicants and to assess candidates. Please show evidence in your application	Essential	Desirable	Method of Assessment *				
			A	I	R	C	T
Education, Qualifications and Training							
Degree in a relevant subject							
Teaching Qualification e.g. PGCE							
GCSE Maths and English Grade A* - C							
Evidence of personal professional development in key areas relevant to the role and a willingness to undertake further training, as required							
Experiences and Knowledge							
A very strong track record of achieving outstanding outcomes in a relevant subject at A level and/or BTEC Level 3 for a minimum of two academic years. Typically, this will include evidence of excellent ALPS value-added performance, pass rates and high grades across a number of classes/groups.							
Evidence of excellence in your own classroom practice within the last two years							
Evidence of successful leadership potential, either through cross college projects/initiatives or through subject coordination							
A clear understanding of what constitutes the highest standards and student experience in an outstanding Sixth Form College subject department							
A clear understanding of an A-level and/or BTEC curriculum, including what constitutes outstanding teaching and the most effective strategies for raising student achievement and progress							
Skills and Qualities							
Evidence of potential to lead with outstanding 'people skills' that build teams and bring out the very best in individual staff so that they feel confident, able and motivated to do their job effectively							
Experience, and passion for, working in a large, comprehensive, ethnically and socio-economically diverse school or college							
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion							
Excellent communication skills (both in writing and in speaking) and exemplary organisational skills							

Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines						
Commitment to equality initiatives, including the British values, anti-discriminatory practice and a dedication to treating all staff and students with respect						
Demonstrably professional, honest and loyal to the College at all times						
Be able to inspire, enthuse and motivate staff						
Ability to establish a strong rapport with students, raise their aspirations and maintain their good conduct						
A commitment to safeguarding and promoting the welfare of children and young people						
Reflective, self-critical and adaptable to new ideas for the benefit of the College, its staff and its students						
Other Requirements						
Enhanced DBS Clearance						
Ability to meet the requirements of the Asylum and Immigration Act (to be legally work in the UK)						

Methods of Assessment:

Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T)



FURTHER PARTICULARS

Post Title: Head of Mathematics

Salary

The salary for this post is paid on the Sixth Form College Teacher's main scale up to £56,909 per annum, which includes a management allowance of £5195. An enhanced salary for an exceptional candidate may be available by negotiation.

Pay progression will be on an annual basis until the top of the range is reached and will be subject to ongoing high-level performance against identified targets, and a successful probationary period/performance review as applicable.

Start Date

1st September 2026. However, the first day of work will be Thursday 20th August 2026, and you will be expected to work from this date to 31st August 2026, for which an additional payment will be made to you.

Working Week

Contact hours for this position will be up to 20 hours per week and may include some support, enrichment or workshop time. You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities.

Please be aware that our term dates fall in line with Birmingham City Council term dates, with the exception of the summer term, which ends during the second week of July. The autumn term begins on GCSE examination results day.

Pension

The successful candidate will be eligible to join the Teachers' Pension Scheme and you will automatically become a member unless you opt not to join.



HOW TO APPLY

- To apply, please visit our vacancy page online <https://www.jcc.ac.uk/about-jcc/jobs/>. You will be taken to our recruitment portal, My New Term, where you will need to follow and complete the application details.
- If you are applying for a teaching or curriculum-based role, and you are shortlisted, we will request that you complete an examination results form, which we will send with the interview information pack (applicants who are still completing their PGCE course will need not complete this).
- If you have any queries regarding this role or require support with your application, please contact the HR team:

Email: HR@jcc.ac.uk

Telephone: 0121 446 2255

Deadline

The deadline for the post(s) is **Thursday 7th May 2026 (to arrive no later than 12 noon)**.

Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us within 4 weeks of the closing date, then please assume your application has been unsuccessful on this occasion.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages.

If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of six months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the HR Manager.

Rehabilitation of Offenders Act 1974

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check. **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

In accordance with the Rehabilitation of Offenders Act (ROA) 1974 and the Exceptions Order 1975 (amended 2013 and 2020), employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred. This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

As positions at the College are exempt under the Rehabilitation of Offenders Act 1974, and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

As part of our due diligence on all short-listed candidates, an online search will be carried out prior to interview. Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. The selection process is likely to involve a short lesson observation, an interview and a written task. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible afterwards.