



## Academic Literacy and SEND Mentor

### King's College London Mathematics School

- Part-time (0.6FTE) from 1 September 2018
- Salary £20,000 – £30,000 depending on experience and qualifications

#### Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post;
- Job description;
- Person specification.

## Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our [website](#).

You may include a curriculum vitae and/or covering letter as well as, but not in place of, the application form.

Applications should be made electronically in Word or PDF format by email to [mathsschool@kcl.ac.uk](mailto:mathsschool@kcl.ac.uk)

Enquiries may be made to Gayle Saundry, Deputy Head, by emailing [gayle.saundry@kcl.ac.uk](mailto:gayle.saundry@kcl.ac.uk)

Closing date: 12pm on **Friday 15 June** but applications will be considered upon receipt.

Interview date: **Tuesday 19 June**.

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

## **King's College London Mathematics School (KCLMS)**

[www.kcl.ac.uk/mathsschool](http://www.kcl.ac.uk/mathsschool)

King's College London Mathematics School is for highly motivated students aged 16-19 with a particular aptitude and enthusiasm for mathematics who wish to progress to competitive degrees and careers in which mathematics is applied. The school aims to widen participation in high quality mathematics teaching by recruiting students who would not otherwise have access to such teaching at sixth form level. The school opened in September 2014.

### **The curriculum**

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful study at university.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that includes a modern language, and that develops literacy and communication skills through a programme of personal development and of Academic Literacy leading to optional completion of an Extended Project Qualification. Throughout both the core and the extended curriculum there is an emphasis on a connected and coherent approach that reflects the links between subjects.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper) set by Cambridge, an important pre-requisite for mathematics courses at some of the best universities in the UK. They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

### **The link to King's College London**

King's College London are the sponsoring organisation for King's College London Mathematics School, and the university maintains strong strategic and operational links with the school. The Mathematics, Physics and Informatics departments of King's College London were closely involved in curriculum development for the school and maintain an ongoing supportive role, ensuring strong intellectual foundations and insight into developing applications of mathematics. PhD students from King's visit the school weekly to run problem solving classes for students in small groups.

King's has an outstanding reputation for providing world-class teaching and cutting-edge research. It is one of the top 25 universities in the world (2016/17 *QS World University Rankings*) and the fourth oldest in England.

### **Site and Size**

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from the King's Waterloo campus. The school has 150 students split between year 12 and year 13.

### **Admissions Policy**

King's College London Mathematics School operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English (grade 5-9);
- A threshold score in a mathematical entry test set by the King's College London Mathematics School;
- A successful interview in which the school will assess the likely impact it will have on the future career of each applicant.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme (see below) to further this objective.

## **Outreach**

King's College London Mathematics School aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels. All mathematics teachers are involved in supporting this outreach programme, principally by teaching on a weekly programme of mathematical enrichment provided for students in years 10 and 11 from all over London.

## **Academic Literacy and SEND Mentor**

The school aims to prepare students effectively for life beyond school and recognises that the core curriculum entails a selection of subjects that is too specialised to meet this broad and important outcome. The post-holder will play a pivotal role in developing the Academic Literacy of the school's students. The post is advertised part-time at 0.6FTE, though for the right candidate there may be the option to decrease or increase this proportion by negotiation on appointment.

The specific goals here are:

- to develop students' literacy, especially where it is a barrier to their learning, for instance:
  - their ability to interpret complex text and to communicate both verbally and in writing
  - to think critically and intelligently in contexts where mathematical reasoning is insufficient
  - to help students to develop an understanding of the world beyond mathematics and the sciences
- to provide individual support both inside and outside of lessons to students with a Special Educational Need or Disability
- to provide opportunities for students to develop both academic and cultural literacy, for instance through:
  - managing the library
  - contributing to the development of literacy resources that support students' outcomes across the school
  - planning / participating in trips to cultural experiences
  - planning / participating in in-school events and clubs to engender a love of reading and culture e.g. book club

The main vehicles through which the Academic Literacy and SEND Mentor will achieve the aims of the post are:

- small-group and one-to-one academic literacy support for students for whom Academic Literacy is a barrier to achievement
- by conducting assessments of students' academic literacy skills to measure their start points and progress made against those start points
- drop in support sessions to help students one-to-one with a particular piece of work / area of challenge
- one-to-one academic mentoring for students whose academic skills and behaviours are a barrier to learning
- one-to-one support for students with a Special Educational Need or Disability
- one-to-one or small group support for students writing personal statements as part of UCAS and other applications

This post represents an interesting opportunity for a teacher/graduate of any subject, but especially the arts, humanities or social sciences to bring their skills to a highly motivated group of students.

The successful candidate will have strong academic credentials and will either have a proven record of outstanding teaching or, if they are new to the teaching profession, be able to evidence excellent communication and organisation skills through their past work experience.

The post will commence from 1 September 2018.

# Job description

Post title	Academic Literacy and SEND Mentor
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## Role outline

The Academic Literacy and SEND Mentor will be responsible for the provision of Academic Literacy support, including through the preparation and delivery of high quality one-to-one and small group sessions. They will also be responsible for the provision of one-to-one support for students with Special Educational Needs or Disabilities both inside and outside of the classroom. The post holder will also be responsible for contributing to the broader academic and cultural literacy of the school including by managing the library, and by creating opportunities for students to engage with these vital areas.

## Responsibilities

### Learning, teaching and assessment

- Preparing and delivering Academic Literacy support sessions for KCLMS students including sessions for students for whom Academic Literacy is a barrier to learning, and those for whom English is an Additional Language;
- Understanding the needs of KCLMS students who have additional learning support needs (including SEND), and providing small-group support, and individual support both inside and outside of lessons, to promote their academic attainment;
- Measuring and tracking the progress made by students receiving academic literacy support;
- Supporting students to access learning resources, for instance through the school library and online resources;
- Being committed to one's own professional development and identifying and responding to one's own training needs, thereby exemplifying that "at KCLMS, teachers are learners too";
- Providing feedback on students' progress to the school, to parents and to students themselves where appropriate and as directed by the Head Teacher.

### Whole school literacy

- Supporting the development of literacy throughout the school for instance through the creation of academic literacy support resources;
- Taking responsibility for curating, co-ordinating and promoting the use of the library;
- Supporting the development of cultural literacy across the school, including planning and leading trips and visits that make use of London's many attractions.

### Care, guidance and support

- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at King's College London Mathematics School;
- Prioritising at all times the safety and well-being of the students by following the Welfare & Safeguarding policies.
- Ensuring that all students observe KCLMS policies relating to dress, behaviour and other matters, and that they take proper care of KCLMS's environment and resources.

### Broader responsibilities

- Editing the termly KCLMS newsletter;

- Planning, supporting or leading offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided);
- Attending training days in reasonable proximity to the start or end of the KCLMS terms (usually, within three working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Taking a share of the duties around student supervision;
- Providing cover for absent colleagues;
- Participating in arrangements for students' supervision during public examinations;
- Complying with all school policies;
- Maintaining confidentiality of staff and student/family information;
- Demonstrating a commitment to equal opportunities, and to the promotion and safeguarding of the welfare of students and staff at the school;
- Undertaking such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the School.

# Person specification

## Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED  AP Application I Interview R References TL Taught Lesson
<b>Education/qualification and training</b>			
Excellent grades at A-level, or equivalent qualifications	X		AP
Good honours degree	X		AP
Qualified Teacher Status		X	AP
PGCE		X	AP
Qualifications in working with EAL learners		X	AP
Qualifications in working with SEND learners		X	AP
<b>Experience</b>			
Experience teaching in a subject involving a high degree of literacy		X	AP, TL, R
Experience of providing literacy support to EAL learners		X	AP, I
Experience of providing academic support to SEND learners		X	AP, I
Experience of working with library curation		X	AP, I
Experience of organising and leading school trips		X	AP, I
Experience of producing and/or editing publications		X	AP, I
<b>Knowledge/skills</b>			
Excellent communication skills, both written and verbal	X		AP, I
The depth of knowledge and the mental agility to allow flexibility in sessions	X		I, TL
Ability to quickly create effective rapport and a constructive relationship with students	X		TL
Excellent organisational skills, including keen attention to detail	X		AP, I
Knowledge of the needs of SEND learners, in particular learners with high-functioning Autism / Aspergers		X	AP, I
Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly		X	AP, I
<b>Personal characteristics/other requirements</b>			
Commitment to the educational vision and the mission of King's College London Mathematics School	X		AP, I
Profound and continuing interest in developing students' Academic Literacy and supporting the needs of learners with Special	X		AP, I

Educational Need and Disabilities			
Profound and continuing interest in learning, teaching and assessment	X		AP, I
Commitment to own self-development	X		AP, I
Capacity to take initiative and to innovate	X		AP, I
Ability to work constructively with others inside and outside the school	X		AP, I
Integrity and reliability	X		AP, I

### Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the College will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for College staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at: [www.gov.uk/db](http://www.gov.uk/db)

Copies of the DBS's Code of Practice and the College's Recruitment Policy for posts requiring Disclosure are available on request.

### Equal opportunities

King's College London Mathematics School recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the School's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the School are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

### Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Manager, Gaenor Stevenson, by emailing [Gaenor.Stevenson@kcl.ac.uk](mailto:Gaenor.Stevenson@kcl.ac.uk)

Thank you for your interest in King's College London Mathematics School.