

# Les Quennevais School

## **Second in Charge of Mathematics**

## **(MPS + SA2)**

## **APPLICATION PACK**



*Learning to be your best – through excellence and enjoyment*



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 **WELCOME FROM THE HEADTEACHER**

I am delighted that you have taken the first step in considering becoming part of Les Quennevais School, in Jersey. I hope the application pack and our website, Facebook page and Twitter will give you a sense of the thriving, supportive and engaging community we are.

For me there simply is no better place to work, and having been part of this school for 20 years, I am well placed to make such a statement.

Les Quennevais School is an 11-16 secondary school based in the west of the Island of Jersey. We are fiercely proud of our high reputation and the significant contribution we make to Island life. Our students are outstanding ambassadors and highly valued.

Educationally, Jersey is in an unique position, following UK guidelines in matters of Curriculum and Teaching and Learning, but free from OFSTED, performance related pay and League Tables, thus allowing us as professionals, to PUT children and good teaching at the heart of what we do, MEASURING THE THINGS THAT MATTER AND MONITORING for continuous improvement.

As a school it is vital that we give our students the best possible foundations for their future lives, by ensuring that they will be happy and fulfilled, part of an engaging and successful learning environment where they will realise their potential, rise to the challenge and develop a lifelong love of learning.

Our school has a powerful sense of identity and purpose with an unique atmosphere: happy, friendly, united, successful and forward thinking.

The ethos of our school is a major strength and is based on a set of shared and uncompromising values. We have exceedingly high expectations of behaviour and as a result we are proud of the excellent relationships we forge with our students, parents and members of the community.

We place our students and their needs at the centre of everything we do. We pride ourselves on the deep levels of support and guidance we offer to our students and place equal emphasis on the importance of developing young people who have a clear sense of purpose and an active moral conscience. We expect our students to behave as responsible citizens who will make a positive difference in the society of today and of tomorrow.

The intrinsic aims of the school are based around the pursuit of excellence and enjoyment in every area of school life. We are ambitious for our children and the potential that each of them has as an individual learner. We recognise the importance of providing a quality curriculum, rich in depth, challenge and full of opportunities to excel and exceed expectations. Our curriculum needs to be one that our young people will actively engage in fully and contribute to. This must be underpinned by quality teaching, delivered by teachers who inspire, challenge and motivate and demonstrate an interest in our students in and beyond the classroom.

You only get one chance at a secondary school education. It has to matter and we want to make a difference to every child who comes to us. Our school is based on traditional values, with a forward thinking vision, driving school improvement forward. The world beyond school for this generation is ever changing and uncertain. What the future will look like is an unknown. The rapid pace of technological change means that many of our children will be working in jobs that we can’t even imagine and they will need to solve problems in the world that are yet to exist.

Our role is to ensure that each student leaves Les Quennevais School, fully equipped with the skills, the confidence and the qualifications they will need to succeed in an ever changing world.

We want their time with us to be full of memorable experiences that they can happily reflect on and draw upon, for many years to come. That is what makes our job so challenging and so rewarding because, as a school, we know we can make a difference to our children.

You now have an opportunity to become part of a staff team committed to putting children first and pursuing excellence and enjoyment with us.

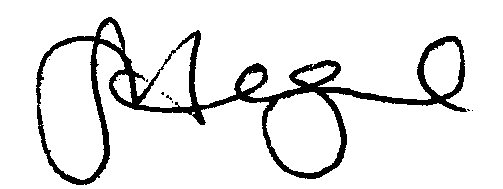
The Department is developing an inspirational and ambitious curriculum for students, imparting their love and passion for their subject with a thirst for aspirational learning in Maths.

As a school we are working with architects and the local authority as we plan a move to a new school building in an alternative site (timescale Autumn 2020). This is a hugely exciting period for the entire school community and something I hope you will relish being part of. It’s not often as professionals, we have the opportunity to shape and create the physical environment for learning, which is so fundamental and crucial for students and their learning.

We are, however, acutely aware a building does not define a school, it is the culture, the atmosphere and the people who make it thriving, supportive and pleasant to be part of. That bit, we have right – and we are looking forward to a ‘new recruit’ adding to what is recognised across the Island, a very special school to be part of.

Good luck in your application.

Yours sincerely



**Sarah Hague**

**Headteacher**

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##### JOB TITLE: SECOND IN CHARGE MATHEMATICS

*Salary range £33,900 - £50,017 – Main Professional Scale + SA2 Allowance*

**JOB DESCRIPTION**

Responsible to: Head of Mathematics

**Purpose of the Role:**

* The purpose of this role is to provide high quality teaching and learning, achievement and engagement in line with our vision and values as we pursue our school aim of excellence and enjoyment.
* The role of second in charge is designed to support the Head of Mathematics in securing quality first teaching across the department to ensure all students make progress in their learning and to secure good mathematical knowledge and understanding to enable all students to apply mathematical skills confidently across the curriculum.

**Key Responsibilities:**

* To develop and secure approaches to teaching and learning in the Maths Department that will impact positively on student outcomes
* Provide leadership and management on specific aspects of curriculum development within Mathematics, in agreement with Head of Mathematics.
* In conjunction with the Head of Mathematics ensure that curriculum planning is robust, up to date and in line with department, Island and national expectations.
* Contribute to and lead pedagogic and strategic discussion in order to sustain improvements within the Maths Department, within the context of the Schools Improvement Plan.
* Actively support the schools strategic vision and lead on aspects of the Departmental Improvement Planning.
* Lead and implement the new Assessment framework within Maths.
* In conjunction with Head of Mathematics, lead and implement a whole school Numeracy Policy which is embedded within the Maths Department.
* Lead and represent Primary Liaison and KS2 Maths transition planning.

**Quality Assurance**

* In conjunction with the Head of Maths carry out regular quality assurance measures in line with School cycle to monitor, evaluate and review standards and progress in teaching and learning within the Maths Department.
* Ensure that joint work with the Head of maths produces a robust and rigorous Action Plan in response to Quality Assurance findings to improve standards across the department.
* In response to targets set by SLT and Head of Mathematics, establish systems and processes to work towards their achievement.

**Main Duties/Accountabilities:**

**Strategic Planning:**

* Lead, manage and implement the Department’s Assessment framework and approaches to embed Doddle to monitor the progress of learning in Maths.
* In conjunction with the Head of mathematics, support the implementation of any intervention sessions both in class time and support the structured use of out of lesson learning to reduce gaps in learning to aid progress.
* Create and lead an innovative Maths Enrichment programme to develop and promote a wider knowledge of problem solving and mathematical principles, including the management of any Maths based Inter-house competitions.
* Contribute to the Maths Department response to aspects of the S.I.P., leading and managing action plans when directed.

**Information Systems**

* Make use of analysis and evaluate the performance data provided
* Produce reports within the quality assurance cycle
* Produce reports on assessment data including value added data within Maths to share with department colleagues and SLT

**Curriculum Provision and Development**

* Support the Head of Maths to ensure the following is embedded within department approaches
* Develop and lead an engaging curriculum that offers deep and positive experiences for all students in close liaison with Directors of Learning
* Ensure that the delivery of the curriculum is high quality and complements the SIP
* Advise the Headteacher on the choice of syllabus and prepare schemes of learning for all students of all abilities and aptitudes to ensure differentiation and progression
* Lead and organise Department meetings so that professional dialogue can be achieved and information disseminated and good practice shared
* Monitor and respond to curriculum development and initiatives at national and local level and advise the Headteacher of curriculum changes
* Organise Department INSET so that all colleagues can be engaged in relevant and meaningful activities in support of their own teaching, the development of schemes of learning and the implementation of key school priorities
* Ensure that appropriate exhibitions of work, other visual displays and the classroom environments within the Department reflect quality work or are used as learning tools
* Explore ways to use ICT to enhance learning across the curriculum
* Explore ways to provide extra-curricular appointments or whole school events which promote a deeper learning experience for students

**Staffing**

* To ensure that the following expectations are met when deputising for the Head of Department:
* To support the professional development of Department staff, providing feedback for them in such a way that supports their progress as professionals
* Ensure staff development needs are identified and that appropriate programmes are designed to meet their needs
* Have responsibility for appropriate and effective deployment of staff and resources
* Make appropriate arrangements for classes when staff are absent, liaising with the cover supervisor to secure adequate cover work is in place
* Participate in interview process when required and ensure effective induction of new staff in line with school procedures
* To ensure appropriate support, guidance and advice is provided for NQTs and student teachers within the Department, to invest in the future of the profession through evidence of good practice
* Assist and advise staff on matters of discipline in line with whole school policies
* Encourage department staff to keep up to date with curriculum developments in Mathematics

**Liaison**

* Lead development of subject links with feeder/primary schools
* Effectively promote the Department at Open Evenings and whole school events
* Liaise with post 16 providers and where appropriate, employers
* Liaise with other departments and encourage the development of cross-curricular initiatives

**Communication**

* Liaise with partner schools, post 16 institutions, exam boards and relevant bodies, as appropriate
* Develop close working relationships with Primary Feeder Schools to build on a learning continuum from KS2 to KS3
* Represent the Department and school’s view and interests at appropriate meetings designated by Headteacher
* Ensure that reporting is accurate, timely and in line with school procedures

**Assessment**

* Establish, review, develop and operate a system of assessment for students
* Support and build capacity of Maths teachers to ensure assessment is robust and accurate and in line with School policy
* Deliver and manage student reports to parents in line with Whole School approaches

**Additional Responsibilities**

* Take a full part in the guidance and learning support arrangements of the school including responsibilities as a form teacher

**Other**

* to unequivocally support and promote the values and aims of Les Quennevais School
* be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
* have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school
* work in accordance with the Schools Health and Safety Policies and Procedures

to undertake such other duties as laid down in the Teachers’ Task

* Carry out such other related duties and responsibilities at the school as may be reasonably allocated, as need arises, by the Headteacher



***Les Quennevais School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.***

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**PERSON SPECIFICATION: LEADERSHIP POST**

**Qualification Criteria**

* Qualified to at least degree level
* Qualified to teach and work in the UK
* Ability to teach Key Stages 3 & 4
* Evidence of recent, relevant professional development

**Experience**

* Experience of raising student achievement and ensuring students make good or better progress within their own classroom and beyond
* To be able to confidently evaluate teaching and learning from observations and books. An ability to use data to inform intervention in terms of teaching and learning to raise achievement
* Experience of delivering good to outstanding lessons to students of all ages and abilities
* Experience of implementing behaviour management strategies consistently and effectively
* Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes
* An up to date knowledge of the curriculum area and experience of having designed, implemented and evaluated effective, imaginative and stimulating lessons and Schemes of Work

**Vision and Strategy**

* Vision aligned with Les Quennevais School of high aspirations and high expectations of self and others
* An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour and a commitment to relentlessly implementing these strategies
* A commitment to the safeguarding and welfare of all students

**Behaviour, Skills and Abilities**

* The ability to enthuse and inspire others and has a ‘can do’ attitude
* A passion for the subject and relentless determination that every student develops and succeeds
* The potential ability to lead, coach and motivate students and staff
* Excellent listening skills and high levels of emotional intelligence
* Strong organisational and time-management skills
* Resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
* The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
* Confidence and self-motivation
* The ability to work well under pressure and to be decisive
* High levels of honesty and integrity

**The person appointed to this post will:-**

* Possess all the attributes described on the Person Specification: Teaching Post (see above).
* Keep abreast of all initiatives and curriculum change related to your subject area(s).
* Be articulate and organised
* Have a clear sense of how to prioritise and understand what the “big issues” are
* Understand how and when to delegate
* Understand how to manage change
* Understand how to introduce new initiatives and how to follow these through to a successful outcome/conclusion
* Understand how to get the best out of people; to appreciate their strengths and help them overcome their weaknesses
* Have good financial skills to enable effective planning for and monitoring of, departmental spending
* Contribute to wider educational debates about relevant issues in school
* Be committed to the best possible student outcomes at every level
* Be able to set targets for students within the whole school system
* Monitor data effectively, recognise departmental trends and be able to identify under-achievement
* Experience and understanding of departmental development planning and monitoring
* Ability to plan curriculum and assessment plans.
* Responsibility for developing and/or leading course components
* Good understanding of exam board assessment and specifications
* Have a range of intervention strategies when student under-achievement is identified
* Have a clear idea about what good and outstanding lessons should contain and be relentless in expecting the highest possible teaching quality from faculty/departmental members
* Expect and wish to support the professional development of departmental members
* Chair meetings effectively
* Oversee and develop strong and effective departmental policies
* Liaise regularly and effectively with the appropriate member(s) of the Senior Leadership Team

**PERSON SPECIFICATION: TEACHING POST**

* Be totally committed to the safeguarding and welfare of children
* Possess qualifications at good degree level or equivalent
* Have excellent subject knowledge to the appropriate level as specified in the job advert
* Be capable of teaching outstanding or good lessons on a regular basis
* Be committed to being a first rate mentor
* Have excellent classroom organisation and behaviour management skills
* Be honest, reliable and trustworthy
* Be open and frank and not afraid to ask for guidance and help when it is needed
* Be capable of building excellent relationships with students of different abilities and outlooks
* Be prepared to work hard and prepare lessons diligently and imaginatively
* Be prepared to mark work thoroughly and in line with the school’s marking and assessment policy
* Use assessment procedures professionally to improve student outcomes
* Wish to create a positive and pleasant learning environment
* Have plenty of energy and enthusiasm and the ability to maintain a sense of humour and perspective when things get tough!
* Be calm, precise and patient when dealing with parents
* Be punctual to school and to lessons and expect the same of students
* Have an excellent attendance record
* Be prepared to liaise with other staff in school and act as part of a team
* Be comfortable with setting and accepting challenging targets for students’ achievement and for personal achievement
* Be committed to professional self-improvement both by In Service Training and “learning on the job”
* Be prepared to commit to extra-curricular activity(ies) of some sort
* Be willing to be a presence around the school and be an excellent role model for young people

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**HOW TO APPLY**

If you wish to apply for the position, please use the online application system Talentlink: <http://www.gov.je/Working/JobCareerAdvice/Pages/Jobs.aspx>

For more information or an informal chat, please contact Mrs Sarah Hague, Headteacher, on (01534) 743171

The closing date for this vacancy is 24 January 2018. Interviews will be held in Jersey on Thursday 8 February 2018.



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