



# Application Pack

Executive Curriculum Leader of Maths & Numeracy  
September 2018  
Salary: MPS + SA5 + SA1 (£60,711 - £65,028)



Haute Vallée School  
La Grande Route du Mont a L'Abbe, St. Helier, Jersey, JE2 3HA

[www.hautevallee.sch.je](http://www.hautevallee.sch.je)

# Welcome from the Headteacher



## Executive Curriculum Leader of Maths & Numeracy

Dear Applicant,

Thank you for taking an interest in our school and the above post. I hope that after reading the enclosed information, you will be determined to join the team here at Haute Vallée School.

Our school is one of four 11-16 Secondary schools in the beautiful island of Jersey. We have 572 students on roll, 80 staff and we are looking to build on the academic improvements of recent years. As a school we are in an exciting period of transition, growth and improvement, with a strong focus on developing teaching and learning, high expectations and effective leadership.

I have recently joined the school after being promoted from another secondary school in Jersey. Much of my focus in these first months as Head has been to build and establish a strong leadership team and to engage all staff and students in a process of self and whole school improvement.

My team of dedicated colleagues are hugely supportive of all students and each other and have embraced a new era in which students are challenged and engaged. It is an exciting time for all members of the Haute Vallée School community and we are making great strides on a journey to excellence. It is imperative that we put learners at the heart of all that we do and take the responsibility to ensure that each and every student fulfils their full potential.

I am therefore looking to recruit an exceptional person, someone with the energy and drive to play a key role in our school improvement. I strongly believe that we must all continue learning from each other and I will therefore be appointing a high quality individual, who is not afraid to take risks and who will always look to improve and share practice with colleagues.

The key focus of this role will be on raising achievement through the development of outstanding teaching and learning within Mathematics. Accurate monitoring, assessment and excellent teaching, with effective intervention and support, will be essential practices for the Mathematics Department in order to secure consistently good outcomes across both Key Stage 3 and 4. Closing the student numeracy gap will also be an area of focus, as well as addressing and improving numeracy across the whole school.

John McGuinness, Executive Headteacher was also recently appointed and he brings vast experience from his previous roles as Headteacher and Executive Headteacher in a variety of other schools in Jersey and the UK. His appointment opens up exciting changes to the way Haute Vallée School will operate, including much greater collaboration between one of his former schools Grainville School. Collaboration is something I would very much like to promote and we are already embarking on several exciting initiatives.

Professional development of staff is a key feature of the school. We aim to be an exceptional place to work, attracting, retaining and developing the finest teaching and support staff. The successful candidate will lead and oversee the professional development programme of the Mathematics team, trainee teachers and teaching assistants.

The person appointed will strengthen a dynamic and growing whole school middle leadership team. All members of the middle leadership team fulfil a range of responsibilities and management accountabilities. In addition, members of the middle leadership team play a key role in promoting high quality behaviour around the school and will set the highest expectations of others and themselves.

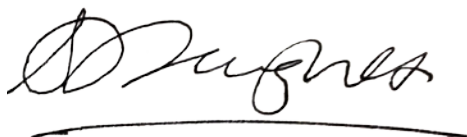
This post is ideal for someone who is ambitious, prepared to work hard and firmly committed to developing the life chances of all young people. It is an excellent professional opportunity for someone with further aspirations of school leadership.

Jersey is a fantastic place in which to work and live. It offers a high quality lifestyle with a huge range of outdoor pursuits and cultural opportunities with Europe just an hour away by boat.

I very much hope that after your initial enquiry, you can see that this role and school will provide the right candidate with a significant career opportunity and that this has encouraged you to apply.

For further information about our school please visit our website: [www.hautevallee.sch.je](http://www.hautevallee.sch.je)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stuart Hughes', with a horizontal line underneath.

**Stuart Hughes**  
Headteacher

# Job Description



## JOB PURPOSE

- To ensure the effective provision of Mathematics at KS3 and KS4 and improve Numeracy across the curriculum to raise standards for all students.

## PRINCIPAL ACCOUNTABILITIES

- Lead the Mathematics department to deliver an engaging curriculum that encourages and develops high standards in mathematics.
- Lead Numeracy across the curriculum, training staff and ensuring consistent implementation of strategies to develop basic calculations, percentages, fractions and graphing skills in all students.
- Track, monitor and evaluate student progress to ensure appropriate intervention strategies are in place to raise standards.
- Produce and maintain up to date schemes of learning (SoL), programmes of study and related documentation to provide an effective framework for departmental practice.
- Advise on the deployment of students and staff to classes and, where appropriate, the appointment of staff to the department.
- Manage departmental resources to ensure optimum use and efficiency.
- Chair regular departmental meetings, arranging for adequate records to be maintained to ensure the efficient and effective management of the department.
- Systematically monitor the quality of teaching, the work of students and be responsible for ensuring that all students meet their GCSE minimum expected grade.
- Assist in the professional development and in-service training of departmental members.
- Liaise with other school departments, feeder schools and further education establishments, to ensure continuity and progression for students regarding subject related matters.

- Implement performance review (PRA) for all departmental staff.
- Contribute to whole school improvement planning (SIP) and Departmental Development Planning (DDP) taking a lead role in promoting Numeracy across the curriculum.
- Evaluate the work of the department and across departments to produce an annual improvement plan. This will include learning walks, work scrutiny and data analysis.
- Ensure high quality departmental and cross departmental provision by:
  - › co-operating with external advisors
  - › keeping up to date with subject and examination board developments and teaching and learning theories
- Ensure that the school's policies are efficiently and effectively implemented.
- Carry out the responsibilities of a teacher as defined in the teacher's task including contributing to the school system of Learning Support and Guidance.
- Review and update relevant policies

#### **DIMENSIONS**

##### **• Staffing**

The post holder will be responsible for:

- › Maths department teaching staff - (Full time) 4 (Part time) 1
- › Numeracy across the curriculum - 42 full time teaching staff

##### **• Relevant Statistics**

##### **• Budget holder**

##### **• Facilities**

- › 6 Maths classrooms, resource room and office

#### **QUALIFICATIONS**

Essential:

- Qualified Teacher status.
- Good relevant degree in the subject to be taught.
- Evidence of continuing professional development.
- Evidence of proven school improvement.

Desirable:

- Undertaken middle / senior leadership training or other further qualifications.

#### **KNOWLEDGE AND SKILLS**

Knowledge and Experience:

- Demonstrable track record of school improvement and success.
- Successfully used strategies to improve student progress.
- A good understanding of secondary practice and experience across the secondary phase.
- A good understanding of how children learn and can actively promote and support the development of best practice in teaching and learning.
- A good understanding of strategies to accelerate student progress through the use of tracking



data and in the implementation of intervention strategies.

- Experience of judging standards through learning walks, lesson observations and work scrutiny.
- Experience of self-evaluation, prioritising and improvement planning.
- Successfully lead school-based INSET at subject level and whole school.
- Have high expectations of student achievement and behaviour.
- Experience of School Self Review based upon the OFSTED style inspection process.
- Experience of delivering a departmental Numeracy programme.
- The experience of supporting students of differing abilities and backgrounds.
- An awareness of whole school and wider educational issues and current developments.
- Experience of teaching across the age and ability range.

#### Skills

- Outstanding strategic planning.
  - Outstanding classroom practitioner.
  - Excellent organiser.
  - An ability to lead teams and also to be a part of a team, to achieve the school's aims and vision.
  - An ability to communicate clearly to a number of different audiences.
  - An ability to manage a budget.
  - An ability to encourage, motivate and enable staff.
  - An ability to promote strong links with parents and the wider community.
  - A competent user of ICT.
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- Assessment, recording & reporting
  - Staff Development
  - Health and safety
  - Equal Opportunities

In addition complete tasks and duties identified by the Headteacher commensurate of responsibilities expected at grade SA6 (SA5 + 1). This will include shadowing the school timetable and data manager



## QUALITIES

- The drive to make a difference.
- Enthusiasm.
- Good interpersonal skills and the ability to make effective links with students, parents, governors and the wider community.
- Sense of humour.
- A willingness and desire to 'go that extra mile' to make a positive difference to the well-being and academic success of students and staff.

## SCOPE FOR IMPACT

The post holder will be expected to:

- Contribute to the monitoring and evaluation of the school's performance.
- Contribute to the planning, organisation and efficiency management of the school.
- Lead and manage resources efficiently.
- Attend and contribute to meetings in order to assist good communications and sound decision making.
- Ensure effective team building.
- Assist in and facilitate effective problem solving.
- Have highest standards of professionalism which are models for other staff.

## CONTEXT

### Contacts

Senior managers	to advise and report to regarding all departmental matters and on Numeracy across the curriculum.
Departmental staff	to advise and support regarding all departmental and professional matters.

## CONSTRAINTS

- States of Jersey and Education Department Policies
- Health and Safety at work Act (Jersey)
- School Policies:
  - › Teaching & Learning
  - › Behaviour

# Application Process

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If you wish to apply for the position please use the online application system TalentLink.

Please [click here](#) for further information or go to:

<https://www.gov.je/Working/JobCareerAdvice/Pages/details.aspx?nPostingId=5878&nPostingTargetId=31038>

Our school is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people, expecting all staff to share this commitment.

Appointments to this post will be subject to an enhanced DBS disclosure.

<b>Closing Date</b>	Monday 9 April 2018
<b>Shortlisting</b>	Commencing Tuesday 10 April 2018
<b>Interviews</b>	Monday 30 April 2018