



# CAUSEWAY SCHOOL

## HEAD OF MATHEMATICS

**TMS/UPS  
+ TLR 2c (£6515)**

**Permanent Full Time Post**

**Required for September 2018**

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Dear Colleague

February 2018

## **Post: Head of Mathematics**

Thank you for your interest in this post. I hope that you find the enclosed information useful.

Causeway School is a small 11-16 comprehensive school of approximately 600 students. The school is 19 years old, boasts excellent facilities, and is co-located with Hazel Court Secondary Special School.

There is an overwhelming sense of community that exists at the heart of Causeway School, bringing together students, staff, parents and carers. As Headteacher my mission is simple: to ensure that every single member of the school community is *'putting achievement first'*, fostering happy, confident learners who leave school with the right skills and qualifications for the world they are growing into.

Causeway School has an exciting future as we strive to become one of the most improved schools in the country. We aim to personalise students' experience of school so they flourish and attain the highest possible standards academically, socially and morally.

Our curriculum delivers a wide variety of opportunities to learn beyond the normal school day, through a wealth of extra-curricular and independent learning opportunities. We have extremely high expectations both inside and outside the classroom. Behaviour for Learning is a real strength of the school and students flourish in a safe and calm learning environment.

We are delighted with our recent Ofsted Inspection Report (January 2018) which validates that we are a rapidly improving school. In partnership with Swale Academies Trust we are focused on school improvement and continuous learning for both our students and our staff. Our students are at the centre of everything we do, *putting their achievement first*, within a caring community rich with opportunity is our moral imperative.

We invest in teachers that are passionate about their subject and encourage teaching that is innovative. Our continuing professional development ensures staff work together to improve their practice within school and across Swale Academies Trust, which offers further development and opportunity.

## **The Post**

We require an outstanding teacher to lead our team of Maths teachers in the next stage of its development from September 2018. We are seeking to appoint a highly committed, energetic and motivated Head of Mathematics to help drive Causeway's standards through the development of the Maths department and share in our school improvement.

You will have the ability to motivate and inspire students, and will be relentless in the pursuit of the highest standards of progress for every student, regardless of their ability.

We would like to present you with a truly exceptional opportunity to play a key role in shaping the provision of maths and lifelong learning prospects within our school. The Maths team consists of 4 full time and 1 part time maths teachers, teaching in dedicated Maths rooms.

**The candidate will:**

- \* Be an outstanding teacher of Mathematics with the drive and capacity to really thrive in this role
- \* Have a clear vision of how to improve standards in Mathematics
- \* Be able to lead, motivate and inspire students and colleagues
- \* Be resilient, hard-working, solution focused, and committed to transforming student outcomes

This could be your opportunity to make a significant and measurable difference in improving the educational attainment of the children and young people in this inclusive community.

The Person Specification for this post is enclosed.

**Your application**

Interested applicants are welcome to contact Elaine Gardner, Headteacher's PA, by e-mail or telephone ([egardner@causewayschool.org](mailto:egardner@causewayschool.org) or 01323 465702) to discuss this post, or to visit the school.

Completed application forms should be sent to Elaine Gardner by the closing date of Noon on Monday 5<sup>th</sup> March 2018. Please email to [egardner@causewayschool.org](mailto:egardner@causewayschool.org).

Please complete the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a candidate with a disability and a CV is the most convenient method of applying. Please ensure you relate your skills, experience and abilities against each of the requirements listed in the person specification.

Please note, Causeway School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a criminal record check via the DBS.

Interviews will take place on Tuesday 13<sup>th</sup> March 2018. If you have not heard by that time you should assume that, on this occasion, your application has been unsuccessful.

Yours sincerely



Liza Leung  
Headteacher  
Causeway School

**Job Title: Head of Mathematic****Line Managed by: Assistant Headteacher for Progress****Job purpose**

To assist the Leadership team with the provision of professional leadership and management of the Maths Department and curricula in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students. To carry out the professional duties of a teacher, in accordance with the school's policies under the direction of the Headteacher.

**Salary**

TMS / UPS with TLR 2c

**Job dimensions**

- Students – to ensure that all students maximise their learning and that value added in the Department is high for all students. To raise student aspirations at all levels. To provide excellent classroom teaching.
- Staff – to ensure high standards of teaching and learning which engage all learners.
- To assist the Leadership team with monitoring and evaluation of the quality standards and to help rectify any areas of weakness
- To assist the Leadership team with the preparation, monitoring and evaluating of the subject development plan to align it with SIP and to secure staff engagement in design and implementation
- Working with the Mathematics Department to improve attainment, classroom practice and professional development.
- To assist the Leadership team with the management of the resources in the department to ensure effective and appropriate use and best value for money.
- Working with other teachers on classroom organisation and teaching methods / providing model lessons.
- Disseminating best practice based on educational research
- Producing high quality teaching materials.

**Accountabilities**

- To assist the Leadership team with agreeing, monitoring and evaluating the subject student progress targets to make a measurable contribution to the whole school targets.
- To assist the Leadership team with creating a subject development plan which contributes positively to the achievement of the school improvement plan and which actively involves all subject teachers in its design and execution.
- To assist the Leadership team in providing regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning.
- To assist the Leadership team in the annual review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures of the school self-evaluation policy.
- To assist the Leadership team in ensuring all subject staff understand and are actively implementing, the key aspects of the school's behaviour and inclusion policies.

- To assist the Leadership team in overseeing and evaluating the subject budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles.
- To assist the Leadership team in engaging all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning objectives.
- To assist the Leadership team in undertaking such other matter relating to the subject area that, from time to time, may be reasonably required by the Headteacher.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with partner schools
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

This job description may be amended at any time following discussion between the headteacher and member of staff, to be reviewed annually.

*(Please also see attached DfE Teachers' Standards)*

## Head of Mathematics

### Person Specification

Qualifications	Essential	Desirable
Qualified Teacher Status	•	
A good degree or equivalent	•	
Understanding of current developments in Education	•	
Further qualification or evidence of further study.		•
Evidence of significant participation in professional development		•
<b>Experience</b>		
Experience of successfully teaching in a comprehensive school	•	
Proven track record in raising standards	•	
Commitment to inclusive education	•	
Experience of managing other staff		•
<b>Knowledge and understanding of effective strategies for:</b>		
Able to meet the standards of a good teacher	•	
Raising attainment and progress	•	
The effective use of performance data	•	
Promoting inclusion and equal opportunities	•	
Managing student behaviour positively	•	
Commitment to continual professional development	•	
Inspiring young people	•	
<b>Skills</b>		
An enthusiasm for delivering teaching that encourages high levels of skill that challenge and develop students' knowledge	•	
Excellent leadership skills and a clear presence within the school	•	
Lead by example	•	
Excellent communication skills with a wide variety of audiences, formally and informally, verbally and in writing	•	
Excellent ICT skills	•	
The ability to work independently and as part of a team	•	
The ability to work closely and effectively with Progress Administrator	•	
The ability to provide effective support for students, understanding their needs and setting boundaries with a firm, fair, consistent approach	•	
<b>Personal Qualities</b>		
To have a love of and infectious enthusiasm for teaching	•	
A positive attitude with energy and commitment	•	
Highly organised and meet deadlines	•	
Perseverance and resilience and ability to bounce back even stronger when things go wrong	•	
Integrity, warmth, creativity, honesty, openness	•	
Ability to maintain a work/life balance and a sense of humour	•	
Outstanding interpersonal skills and the ability to relate well to a wide range of people	•	
High personal standards	•	
Ability to encourage and maintain a sense of pride in the school	•	
<b>Other factors</b>		
Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the school's Equalities Policy	•	
Ability to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people	•	
Ability to demonstrate emotional resilience in working with challenging behaviours	•	
The ability to adapt approaches to the demands of the pupils	•	
A willingness to become involved in extra-curricular activities	•	
Candidates must be suitable to work with children, ascertained by clearance through the DBS including barred list check	•	

# Teachers' Standards

## **PREAMBLE**

Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

## **PART ONE: TEACHING**

### **A TEACHER MUST:**

#### **1 Set high expectations which inspire, motivate and challenge students**

- Establish a safe and stimulating environment for students, rooted in mutual respect
- Set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of Students

#### **2 Promote good progress and outcomes by students**

- Be accountable for students' attainment, progress and outcomes
- Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these
- Guide students to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how students learn and how this impacts on teaching
- Encourage students to take a responsible and conscientious attitude to their own work and study.

#### **3 Demonstrate good subject and curriculum knowledge**

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard technology, whatever the teacher's specialist subject
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- If teaching early years, demonstrate a clear understanding of appropriate teaching strategies.

#### **4 Plan and teach well-structured lessons**

- Impart knowledge and develop understanding through effective use of lesson time
- Promote a love of learning and children's intellectual curiosity

- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

### **5 Adapt teaching to respond to the strengths and needs of all students**

- Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

### **6 Make accurate and productive use of assessment**

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure students' progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.

### **7 Manage behaviour effectively to ensure a good and safe learning environment**

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

### **8 Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively



- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents with regard to students' achievements and well-being.

## **PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

**A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.**

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

*The Teachers' Standards may be found on the DfE website:  
[www.education.gov.uk/publications](http://www.education.gov.uk/publications)*