DELTA Academies Trust

The Grove Academy






RECRUITMENT INFORMATION PACK
HEAD OF MATHS

The Grove Academy
59 Grove Road
Harrogate
HG1 5EP

RECRUITMENT INFORMATION PACK

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DELTA Academies Trust

...Changing lives

The Grove Academy

July 2017

Dear Candidate

We are delighted that you have expressed an interest in working at The Grove Academy, a Delta Trust Academy in the market town of Harrogate in North Yorkshire.

The Grove Academy became an academy in September 2013 and is continuing its excellent work as an AP Pupil Referral Unit providing for the needs of vulnerable and disengaged students from the wider Harrogate area. Through the local Behaviour Collaborative we take referrals from ten local schools, providing short term placements for those students at risk of permanent exclusion; educating those students who have been permanently excluded and managing their transition to a new school and providing statutory education for those students unable to attend school for medical reasons. The vast majority of students reintegrate back into their mainstream school, or move on to a new mainstream or special school.

At The Grove Academy we believe that every student should be given a chance to succeed academically as well as socially and emotionally. When students enter the academy, their attainment is almost always below the expected levels for their age. This is because many have missed schooling due to their behavioural, emotional or social difficulties. However, academy assessment data and examination results show that students make outstanding progress, including in English and mathematics, during their time in the academy.

This was recognised by OfSTED during our most recent inspection in June 2015, which judged the academy to be soundly outstanding.

“Since converting to an academy, the academy’s performance has gone from strength to strength.”

“The academy prepares students exceptionally well for their futures through their rapid improvements in their achievements, behaviour and attendance.”

I am extremely proud to work with such a committed and talented team of students and staff, who work tirelessly to make The Grove Academy the highly successful and continually improving school that it is today.

If you feel that you have the skills, qualities, experience, drive and passion to work at the academy, then I very much look forward to receiving your application.

Catherine Farrell

Head of Academy

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at **www.deltatrust.org.uk**

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives though transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.

- You will work alongside professionals in a fast-paced and **dynamic environment.**

- You will develop your skills alongside **like-minded colleagues.**

- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.

- **Career Development -** Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, pediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.

- **Pension -** Every employee of Delta Academies Trust has access to a pension scheme.

- There is a **Cycle to work scheme**

- **Work-life balance -** We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.

- **Child care vouchers by Sodexo -** Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.

- **Tech Salary Sacrifice Scheme -** this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at **www.deltatrust.org.uk**

Completed applications should be returned to **jobswest@deltatrust.org.uk** or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: **http://recruitment.deltatrust.org.uk**

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HEAD OF MATHS
MPR/UPR with TLR2b
Full-time / Permanent
Required from 1st September or as soon as possible thereafter

We are looking to recruit a Subject Leader of Maths to help lead the department in ensuring the highest possible standards of student achievement, personal development and well-being. To lead and manage the wider department to ensure the same standards are being met across the team.

You will be joining an ambitious, committed and hardworking team who are passionate about the difference we can make to our young people, staff, families and the wider community.

The successful candidate will:

- Be an excellent practitioner
- Have the knowledge and experience, or ambition to teach across the whole range of age and ability
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved.

The school is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

Closing Date: Tuesday 18th July
12 Noon

An application pack can be downloaded from
www.recruitment.deltatrust.org.uk
or by contacting our recruitment team on
0345 196 0095
or email
jobswest@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

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Job Description

Post Title: **Head of Department (Maths)**
Grade: MPR/UPR & TLR2b
Reporting to: Principal / Vice Principal

Purpose of the post:

- Carrying out the professional duties of a teacher as circumstances may require and in accordance with academy policies, under the direction of the Principal.
- Communicating clear purpose and vision to the department.
- Contributing to the strategic development of the academy by implementing whole academy new initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets.
- Providing clear, cohesive leadership and direction in department and motivating teaching and support colleagues in developing innovative strategies to enhance the quality of learning, teaching and achievement.
- Ensuring the implementation of the intervention model following every data collection cycle across the department.
- Promoting the achievement of high standards through effective teaching and learning within subject areas, preparation, evaluation and action planning.
- Modelling the vision and values of the academy.
- Implement the department development Plan / SEF to secure continuous improvement and quality outcomes for all students.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems.
- Taking into account and constantly reviewing academy contextual factors and prior attainment when planning and teaching lessons.
- Working in a cross-curricular way to support subjects across the academy in the use of active learning approaches to enrich curriculum and skills delivery.
- Recognising, promoting and celebrating diversity.

Responsible for:

- Line management of department staff.
- All department resources and budget.
- Supervision and progress of students in allocated classes.
- Supervision of work of any classroom support staff during times they are allocated to classes.

Develop and sustain DEEP LEADERSHIP across the academy through:

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor student progress and ensure appropriate intervention is put in place.
- To work with the Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- Maintain departmental tracking data with evidence of intervention and impact.
- Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.

Develop and sustain DEEP LEARNING across the academy through:

- To liaise with the Vice Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan.
- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To produce an analysis of data following every data collection cycle to identify students and staff who require intervention and support.
- Devise, implement and monitor SoL to ensure they focus on consistent and effective learning and teaching to produce progression for all, including appropriate differentiation.
- Analyse and interpret data on students' achievement and attainment across the department and identify intervention strategies to improve these.
- Monitor the quality of learning and teaching across the department through the use of observation, work scrutiny, student data and student voice.

- Work to student targets and ensure that the impact of intervention is tracked through a range of strategies.
- Take account and review academy contextual factors and prior attainment when planning and teaching lessons.
- Reflect on the success of teaching strategies, individual lessons and SoL in meeting the needs of students.
- Take part in coaching and mentoring programmes to support colleagues and develop own practice.
- Strive for outstanding lessons across the department.
- Provide good quality assessment using formative and summative methods in conjunction with the academy's AfL policy.

Develop and sustain DEEP EXPERIENCE across the academy through:

- To ensure all staff feel confident in the accurate assessment of students' progress through departmental moderation procedures.
- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Development Plan.
- To disseminate information from HoD meetings.
- To ensure effective communication / consultation as appropriate with the parents of students.
- To liaise with partner schools / academies, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Develop communications and training with staff in department methodology.
- Take responsibility for co-ordination, planning and execution of immersion days.
- Adapt lessons and identify next steps in response to evaluation of student progress.
- Set effective homework and extension work to encourage and enliven student learning.
- Ensure differentiation and personalisation of learning for all students.
- Co-ordinate displays with regards to events, opportunities and work which promote the department / academy.

Develop and sustain DEEP SUPPORT across the academy through:

- To secure accurate assessments are made for all students and that standardisation is undertaken across the department.
- To ensure that the intervention model is implemented across the department.
- To ensure that targeted intervention is put in place for all students who are not predicted to achieve their target grade.
- To comply with the academy's safeguarding procedures and to report concerns to the Designated Child Protection Officer.

- To ensure the behaviour management system is implemented in the department so that effective learning can take place.
- Take the leading role in upholding standards of behaviour and classroom management within the classroom and the academy environment.
- Through the role, develop systems which address the social health of students to raise standards.
- Be the first line of contact for parents and carers concerns with regard to their child's performance and well-being.
- Ensure that the department supports the academy's implementation of all current statutory requirements e.g. SEN, Child Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the postholder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document.

Postholders will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in the job description.

Post-holder: _____ Date: _____

Principal: _____ Date: _____

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PERSON SPECIFICATION
Head of Maths

Strategic Leadership of the Department	**Ess**	**Des**
Qualifications		
A good honours degree in Maths	*	
A teaching qualification together with Qualified Teacher Status (QTS)	*	
Hold AST or Excellent Teacher Status		*
Knowledge		
A good understanding of curriculum developments in Maths	*	
Understanding of use of data to assess and inform teaching and learning	*	
Key skills and awareness		
Developments in education at local, national and global levels		*
Models of effective leadership and organisational structures		*
New technologies and their potential impact	*	
Strategic planning processes, tools and techniques	*	
Ways of achieving stakeholder and community engagement		*
Leading change, creativity and innovation	*	
Ways of achieving social inclusion, diversity and access		*
Leading Teaching and Learning		
Experience of delivering curriculum at KS3, KS4	*	
Excellent classroom practitioner that can model best practice	*	
Curriculum design and management		*
Principles of quality learning, teaching and assessment incl. Academy review and self-evaluation	*	
Ways of applying effective practice and research evidence to improve outcomes	*	
Use of external support and expertise	*	
Behaviour and attendance management	*	
New technologies to support learning and teaching	*	
Political impact of external, community or family factors on learning		*
Strategies for improving outcomes and achieving excellence for all	*	

Tools for data collection and analysis	*	
Leading the Organisation		
Legal issues relating to leading and managing an Academy, derived from all relevant statutory and regulatory frameworks		*
Strategic financial planning, budget management and principles of best value		*
Organisational development, planning and implementing change		*
Employment market, effective recruitment, deployment and management of staff		*
Technology to enhance organisational effectiveness		*
Strategies to maximise contributions from the whole workforce		*
Accountability frameworks		*
Project management techniques		*
Leading People		
Significance of interpersonal relationships, including impact on teacher performance and student learning	*	
Performance management, continuous professional development and sustained Academy improvement	*	
Building motivation, including the importance of celebrating achievement	*	
Building and sustaining a learning community within a diverse workforce	*	
Own performance, ways of obtaining feedback and how to improve	*	
Support and development systems for individuals and teams	*	
Strategic Leadership of Department		
Developments in education at local, national and global levels		*
Extended service provision, commissioning and contracting		*
Diversity and community cohesion issues		*
Collaboration and partnership working (including Academy, home, community and business partnerships)		*
Wider curriculum beyond the Academy and opportunities it provides		*
Other Characteristics		
Willingness to undertake coaching with a small group of students	*	
The post holder will require an enhanced DBS	*	