



Assistant Head (Learning,
Teaching and Assessment)

King's College London
Mathematics School

- Full time from September 2018
- Salary £43,000 - £47,000

Job pack contents:

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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. Enquiries may be made to Mr Dan Abramson, Head Teacher, also by emailing mathsschool@kcl.ac.uk.

Closing date: 12pm on Thursday 26 April.

Interviews will be held: Monday 30 April and Tuesday 1 May.

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

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.

Assistant Head (Learning, Teaching and Assessment)

The Head Teacher is seeking to appoint a dynamic and inspirational teacher and leader to work alongside them and play a central role in realising the vision and ambitions for the school. The Assistant Head will hold direct accountability for the quality of learning, teaching and assessment across the school, and as a member of the Senior Leadership Team, will share accountability for the effective operation and overall performance of the school.

The Assistant Head will lead on all aspects of learning, teaching and assessment, including on the professional development of all teaching staff and on the quality assurance of their work in this key area of the school. They will ensure the school's continued emphasis on developing outstanding teachers as well as outstanding models for learning, teaching and assessment in a curriculum focused on the mathematical sciences and targeted to high-attaining students aged 16-19. They will be instrumental in initial teacher training including of unqualified and newly qualified teachers, and in the continuous professional development of all teachers, regardless of their levels of experience. They will support the school's outreach programme by sharing externally those ideas that have been most effective and will also play a significant role in recruiting staff, in student admissions, and in the long-term development of the school's alumni network.

The Assistant Head will become one of four core members of a Senior Leadership Team consisting of the Head Teacher, Dan Abramson, and two other Assistant Heads: John Partridge, Assistant Head (Outcomes and Outreach), who is responsible for the whole-school process of assessment, student academic and wider outcomes, and the school's outreach programme; and Wavell Blades, Assistant Head (Personal Development, Behaviour and Welfare), who has overarching responsibility for the care, guidance and support of all students and who is both the Designated Safeguarding Lead and the SENCO.

The successful candidate will have strong academic credentials and a proven record of outstanding teaching in mathematics, physics, computer science or economics. A vital qualification will be that they share the vision of the school to help young people with a particular aptitude for mathematics find challenge and excitement in a curriculum that fosters intellectual growth and curiosity.

The post would suit someone who has leadership experience, perhaps as a head of department, and who is looking for a substantial and challenging role as a senior leader.

The post will commence from 1 September 2018.

Job description

Post title	Assistant Head (Learning, Teaching and Assessment)
Responsible to	Head Teacher

Role outline

The Assistant Head (Learning, Teaching and Assessment) will work as part of the senior leadership team to strategically direct the school and will share accountability for the successful delivery of the school's vision and goals. They will be responsible for the quality of teaching, learning and assessment across the school and for the professional development of all teaching staff, and will be instrumental in leading on recruitment, both of students and of teaching staff, and on the development of our alumni community.

Responsibilities

As a member of the Senior Leadership Team

- To share accountability for the successful delivery of the vision for King's College London Mathematics School as a whole.
- To provide inspiring and purposeful leadership for the staff and students of King's College London Mathematics School.
- To work as part of the Senior Leadership Team on the self-evaluation of the school, the school improvement plan, on reports for governors, and in preparing for external reviews and inspections.
- To work as part of the Senior Leadership Team to ensure the smooth, effective and efficient running of the school.

Learning, Teaching and Assessment

- To ensure that the quality of learning, teaching and assessment across the school is outstanding and that it supports effectively the academic progress of students in all subjects.
- To monitor and evaluate the quality of learning, teaching and assessment across the school and, using performance data and other measures, have a clear view of the school's strengths and areas to develop.
- To provide a model of high quality learning, teaching and assessment.
- To develop continuously the school's learning, teaching and assessment policy.
- To take a lead role in developing whole school strategies for improved learning, teaching and assessment, including where appropriate the use of new technologies.
- To lead and manage the Lead Teachers of the different subject area in those areas of their work that pertain to learning, teaching and assessment, including by ensuring that quality schemes of learning are in place.
- To ensure that there is sufficient challenge and extension in the curriculum, including by leading and managing the programme of extension that prepares students for entrance examinations and interviews at the most competitive universities.

Professional development

- To ensure that valuable and targeted CPD takes place for all teaching staff, and that this CPD promotes the development of skills to serve the full breadth of their responsibilities.

- To manage the CPD budget, ensuring its appropriate and useful spend.
- To take direct responsibility for untrained and recently qualified teachers, ensuring that they progress towards consistently outstanding teaching, including by devising and enacting a programme of initial teacher training, and development of teachers young in their profession.
- To organise and devise appropriate programmes for staff induction days and staff INSET days.

Recruitment, admissions, and alumni

- To lead and manage the annual admissions process, being accountable for the overall operation and taking responsibility for the programme of open and welcome events, responding to queries from applicants throughout the process including providing feedback after the fact.
- To assist the Head Teacher in the appointment of teaching staff, by taking responsibility for observing teaching candidates and acting as a panel member interviewing with a focus on learning, teaching and assessment, as well as being responsible for the organisation and management of the interview process.
- To devise and enact a school alumni strategy, to ensure ongoing engagement of alumni with the school's vision, and to enable long term tracking against the school's mission and targets.

Subject teacher

- To teach your specialist subject to KCLMS students, maintaining outstanding standards of teaching and learning.
- To support the school in developing an inventive approach to teaching, learning and assessment so that all students are challenged effectively and enabled not simply to get high grades but also to gain an excellent understanding of the subject which propels them into successful further study.
- To prepare appropriate resources for lessons.
- To provide academic support for students in their lessons, as well as a reasonable degree of support outside lessons (e.g. after school or during part of lunch) to ensure that every student makes continuous and effective progress.
- To provide feedback on students' progress to the school, to parents/carers and to students themselves where appropriate and as directed by Senior Leaders.
- To provide or contribute to written assessments, reports and references relating to individual students and groups of students.
- To participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations.
- To participate fully in the learning community of KCLMS teachers, for example by regularly observing colleagues and welcoming observations in return, by contributing enthusiastically to discussions around teaching and learning, and by attending professional development activities either at KCLMS or elsewhere to improve and enhance your own practice, including attending meetings which take place outside of normal working hours.
- There may be additional requirements depending on subject specialism e.g. participating in the school's subject-specific outreach programmes.

Broader responsibilities as a member of staff

- To contribute to the extended curriculum, including by supporting and developing the academic literacy of students in their own teaching and through the academic literacy programme.
- To contribute to a programme of after-school and lunchtime academic enrichment and co-curricular activities.

- To participate in recruitment events such as Open Evenings, Taster Days and Interview Days, some of which take place on weekday evenings or at weekends.
- To lead or assist offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided).
- To embody and promote the school values.
- To contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at King's College London Mathematics School.
- To prioritise at all times the safety, well-being and welfare of the students by following the KCLMS Safeguarding Policy.
- To attend training days in reasonable proximity to the start or end of the KCLMS terms (usually, within four working days of the published term dates) and demonstrating a personal commitment to be fully up-to-date with training.
- To take a share of the duties around student supervision.
- To provide cover for absent colleagues and participate in arrangements for students' supervision during public examinations.
- To undertake any other duties which may be reasonably required by KCLMS.

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
Education/qualification and training			
Excellent grades in A-level(s) most closely suited to your subject specialism, or equivalent qualifications	X		AP
Good honours degree in your subject specialism (or for Mathematics, in a subject containing a significant proportion of Mathematics)	X		AP
Qualified Teacher Status		X	AP
PGCE		X	AP
Experience			
Experience of leadership and management	X		AP, I, R
Recent teaching experience	X		AP, I, TL, R
Successful and recent teaching experience of high-attaining students aged 16-19		X	AP, TL, R
Experience in a role involving responsibility for learning, teaching and assessment		X	AP, I, R
Experience of preparing students for university entrance exams e.g. MAT		X	AP, I
Experience of leading whole-school projects		X	AP, I
Experience of writing and implementing schemes of learning		X	AP, I
Experience of organising and leading school trips		X	AP, I
Knowledge/skills			
The capacity to set appropriate and challenging targets for staff and students	X		AP, I
The capability to take decisions and delegate appropriately	X		AP, I
Precise and analytical self-reflection	X		I, TL
The depth of knowledge and the mental agility to allow flexibility in lessons	X		I, TL
Ability to quickly create effective rapport and a constructive relationship with students	X		TL
Excellent communication skills, both written and verbal	X		AP, I
Excellent organisational skills, including keen attention to detail	X		AP, I

Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly	X		AP, I
Capacity to take on board constructive feedback and to use this feedback to make improvements	X		AP, I
Knowledge of the needs of SEN(D) learners, in particular learners with high-functioning Autism / Aspergers		X	AP, I
Personal characteristics/other requirements			
Commitment to the educational vision and the mission of King's College London Mathematics School	X		AP, I
Profound and continuing interest in the subject(s) to be taught	X		AP, I
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 lead and to enthuse others	X		AP, I
Ability to work constructively with others inside and outside the school	X		AP, I
Integrity and reliability	X		AP, I

Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

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

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