



Arts & Media School
ISLINGTON

Teacher of Maths Second in Charge Recruitment Pack



Closing Date: Tuesday 20th February 2018 at 12 noon



Arts & Media School
ISLINGTON

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Arts & Media School ISLINGTON

January 2018

Dear colleague,

Thank you for your interest in the post of Maths teacher Second in Charge at Arts and Media School Islington. We are at an exciting stage of our development and are looking for the right person to join the team in the strategic leadership of our community.

You will work closely with the head of Maths and have strategic responsibility for securing our foundation at Key Stage 3, this makes the post holder an integral leader within the community.

If you are an experienced colleague, then show me the impact of your work across your current community. If you are not fully experienced as yet, tell me what you have done and the success you have gained so far.

Please look at our website as it will give you a real flavour of the wonderful school that we are! You are welcome to tour the school, this will have no bearing on the interview / shortlisting process should you choose to apply.

We welcome your application.

Yours sincerely

Susan Service
Head teacher



Arts & Media School
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General Background information

Maths information

We are a very successful department and our summer 2017 exam results are testament to this. 67% of students achieved grade 4+ A*-C in GCSE Maths and 25% grade 7+. These results have been achieved through hard work, dedication and a relentless focus on the high and low prior attainers. At KS4, we have made the transition to the new Edexcel GCSE syllabus and will continue to build on this. We are a supportive department who continually collaborate to ensure we have excellent student outcomes and that all teaching and learning is to a high standard. There is an opportunity to teach your specialism at KS4.

About the school

We are a diverse community of learners and our school is an exciting place to be. We serve a local area that features a wide range of ethnic and social backgrounds and are committed to ensuring that our pupils enjoy a creative and rich educational experience, as well as one that prepares them for further education. Our creative school curriculum is rooted in an academic core.

We previously completed an £18m building project with a brand new building and theatre in addition to our refurbished facilities. Creative arts form our specialism; this means that staff and pupils are regularly engaged in innovative and exciting teaching and learning processes. Ofsted graded the school “a good school” in our last inspection.

Our vision, centred on four cornerstones, inform the decisions that we make:

- **Confidence** - we secure and embed our strength and challenge ourselves to develop further
- **Aspiration** - in all areas we actively hold the highest expectations
- **Respect** - every member of the community is celebrated
- **Reflection** - we stop and think regularly about what we are doing and why

Our website, prospectus, and Ofsted report give further insight into our community; the staff are extremely hardworking, selflessly giving their time and commitment to the pupils success and are in regular communication with parents and carers. The pupils are extremely receptive to good teaching and thrive on the curriculum and pastoral care provided.



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Maths Second in Charge
From September 2018
Full time, permanent contract
From M3 – U3 + TLR2b (Depending on experience)
Actual Salary: £31,414 - £47,297 pa (+ £4442 TLR)

Arts & Media School Islington is a popular and thriving comprehensive school situated in North London; a vacancy has arisen for a Maths teacher who is the deputy head of faculty. We are a **good school with many outstanding features** and the opportunity is now available for another colleague to join us on our journey to outstanding in all areas.

Our school vision of every child a scholar is underpinned by a creative curriculum that supports great success for our pupils.

The closing date for applications will be Tuesday 20th February 2018 -12 noon with interviews on Friday 23rd February 2018.

The application form and further details are on our website: www.artsandmedia.islington.sch.uk
Applications should be emailed to the head teacher's PA Hayley King on:
h.king@artsandmedia.islington.sch.uk

We do not accept applications from agencies or via CV's.

Arts and Media School Islington: Job Description

Maths Second in Charge (responsibility for Key Stage 3)

Confident

All members are actively learning and developing

Aspirational

An academic core, enriched with creative and specialist pathways

Respectful

All members manage themselves well and respect each other

Reflective

All members celebrate, support and help each other

All appointments at Arts and Media School Islington are made in accordance
with the agreed School's Equal Opportunities Employment Policy.

All employees are expected to adhere to the agreed School Policies as set out in the Staff handbook

Responsible to: The Head of Mathematics Faculty

SECTION 1 - GENERAL MANAGEMENT DUTIES

To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.

Leadership

1. To inspire Faculty members by personal example and hard work.
2. To lead with the HOF to create a vision, sense of purpose and pride in the Faculty.
3. To support the HOF in creating an effective team by promoting collective approaches to problem-solving and curricular/Faculty development.
4. To work with the HOF in implementing school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject at KS3.

Curricular/Faculty Development

1. To contribute towards continuity and progression within the whole school curriculum.
2. To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
3. To monitor and evaluate the teaching in the Faculty; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
4. To assist HOF and to develop Faculty strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.

Liaison/Communication

1. To meet regularly and work with the 'HOF' for professional support and to develop effective Faculty management.

Professional Development

1. To work collaboratively with the HOF to delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
2. To personally keep up to date with developments and new ideas related to the subject and to disseminate these as appropriate to Faculty members.
3. To be available to give informal advice and support newly qualified teachers (NQTs).

This role also has the following duties in addition to those of a classroom teacher:

SECTION 2 – Mathematics SPECIFIC DUTIES

1. To assist HOF to consult, produce and regularly review the Mathematics Faculty documentation which should state the agreed procedures, practices and aspirations of the Faculty. This should focus on: Aims and Objectives for Maths.
 - Assessment, Recording & Reporting.
 - Pupil Inclusion (SEN, Most Able, Pupils with English as a second language, Gender, Multicultural, Differentiation, etc.)
 - Citizenship.
 - The range of appropriate learning styles.
 - The use of ICT.
 - Health and Safety (in particular the use and storage of chemicals and electrical equipment).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Professional Standards & Development

1. To monitor and maintain the scheme of work for Key Stage 3
2. To assess and set casual entry pupils in Key Stage 3.
3. To monitor and track the progress of pupils in Key Stage 3.
4. To report progress and achievement of pupils in Key Stage 3 to HOF.
5. To create and implement rigorous assessments that falls in line with the school's assessment policy.

Arts & Media School Islington: Person Specification

Maths Second in Charge

Knowledge, Qualifications and Experience

The person we hope to appoint will:

1. Have teaching qualifications and qualifications to degree level, or the equivalent.
2. Have a record of good classroom teaching – either in a teaching post, or on teaching practice, across the full ability range from KS3 to KS4.
3. Have a confident knowledge of the National Curriculum in Mathematics for KS3 and KS4.
4. Have developed a clear philosophy about how children learn.

Skills and Qualities

The person we hope to appoint will:

1. Be able to teach Mathematics in both KS3 and KS4.
2. Have a real enthusiasm for his/her subject and the ability to inspire, motivate and enthuse pupils with creativity.
3. Have the ability to build and maintain excellent relationships and to work with a wide range of colleagues, including teaching staff, support staff and peripatetic staff.
4. Be committed to subject activities outside the classroom.
5. Have sound written and oral communication skills.
6. Believe in and promote the school's aims and ethos.
7. Set the highest possible standards in all that he/she undertakes.
8. Inspire trust in others and command the respect of the school community, both inside and outside the classroom.
9. Have energy, optimism and an appetite for hard work.

Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to fill in the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Islington Schools HR Services including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Applicants for teaching posts only

If you are completing an electronic or hard copy application form, please complete Appendix A including full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. Do not leave any unexplained gaps. Please note the Appendix A is incorporated within the online application and as such it is not included as a separate document.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organized, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

London Borough of Islington operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work.

Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the postholder, on occasion will be required to visit any establishment where there are children.

Please contact HR Services on 0207 715 0320 if you would like further clarification about the post you are applying for.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to the HR Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

Appendix A Salary Assessment - for Teachers only

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

Before you send your application, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from the HR Manager based at all sites) or on the internet at www.homeoffice.gov.uk or www.direct.gov.uk. This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington and The Bridge School is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington Schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

Within your offer of appointment you will receive details as to how to undertake the online DBS application and Update Service process.

All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision.

We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

The HR Manager and Executive Headteacher will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.



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