

Richmond West Schools Trust
Twickenham Academy
Percy Road
TW2 6JW

March 2017

Dear Applicant

Twickenham Academy
Head of Department – Mathematics (Maternity cover)
Scale MPS – UPS + TLRI £9,378

Thank you for your interest in the above post based at Twickenham Academy. This pack includes the job description and person specification as well as information about the school and the department. We will use the person specification as the basis for selection for interview. The vacancy is for a maternity for maximum of 52 weeks from approximately 1st September 2017. We will use the person specification as the basis for selection for interview.

I hope you will decide to apply. Please download further details and an application form from the jobs page of our website <http://www.twickenhamacademy.org.uk/483/vacancies>. Please submit your application form addressed to the headteacher, Ms Assal Ruse by e-mail to: jobs@twickenhamacademy.org.uk. In case of difficulty downloading the application form or information pack, please send an email to jobs@twickenhamacademy.org.uk.

Closing date for receiving applications is by noon on Wednesday 22nd March 2017. Interview week beginning 27th March.

The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit the school for a tour and informal discussion please contact the HR Manager on 020 8894 4503 or email to jobs@twickenhamacademy.org.uk.

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely
Assal Ruse
Headteacher

Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email. **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

jobs@twickenhamacademy.org.uk

- You will be asked to sign a hard copy if you are appointed.
- Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

Job Profile

Job Title: **Head of Department – Mathematics (Maternity cover)**
MPS – UPS + TLRI £9,378

Key purpose:

- To provide professional leadership of the Mathematics department
- To raise standards of student achievement in the curriculum area and to monitor and support student progress
- To monitor and ensure the teaching practice of others maximises learning
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area,

Responsible to: Deputy Headteacher

Duties and Responsibilities

- To develop appropriate schemes of work, resources, and teaching and learning strategies
- The day-to-day management and operation of the Mathematics department
- To monitor student progress against targets
- To identify underachievement and implement effective intervention strategies
- To implement and evaluate school policies and procedures
- To work with the leadership of the school to develop Improvement Plans which are relevant to the needs of students and to the aims of the school
- To ensure the delivery of appropriate, high quality courses which meet the needs of students, and complement the school priorities
- To support curriculum development
- To keep up to date with National Developments, teaching practice and methodology
- To act as a positive role model
- To ensure staff development needs are identified and that appropriate programmes are designed to meet these needs
- To provide induction, monitoring and support of NQTs and new staff
- To maintain personal expertise and share this with others
- To promote teamwork and to motivate staff to ensure effective working relations
- To establish consistency within the department, and in the implementation of policies
- To ensure that attainment and achievement targets are met
- To analyse and evaluate performance data
- To produce reports on examination performance, including the use of value-added data
- To ensure effective communication with parents of students
- To liaise with relevant external organisations e.g. examination boards, local colleges
- To manage the available resources of staff, accommodation, money and equipment effectively and efficiently
- To support extra-curricular activities in the Mathematics department

Teaching:

- To teach students according to their educational needs, including the setting and marking of work carried out in school and elsewhere
- To deliver a designated programme of teaching
- To prepare and update subject materials
- To ensure a high quality learning experience for students which meets internal and external standards
- To ensure that Literacy, Numeracy and ICT are reflected in the learning experience of students
- To mark, grade and give written and verbal diagnostic feedback as required
- To maintain discipline in accordance with school policy and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To assess, record and report on the attendance, progress, development and attainment of students and to keep records as required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To carry out assessment of students as required by examination bodies, departmental and school procedures
- To set clear and challenging targets for each student that build on prior attainment
- To ensure the effective deployment of classroom support
- To be familiar with the needs of students with SEN and plan appropriately to meet those needs

Pastoral System

- To be a Form Tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the group as a whole
- To liaise with the Head of Year to ensure the implementation of the school's Pastoral System
- To register students, accompany them to assemblies and encourage their participation in other aspects of school life
- To monitor students uniform and diary according to school policy
- To evaluate and monitor the progress of students and maintain records as required
- To contribute to the preparation of Action Plans and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations on how these may be resolved
- To communicate with parents and external bodies concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHCE, enterprise and work related learning according to school policy
- To apply the school's behaviour management systems

Other Professional Requirements

- To continue personal development in relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Review process
- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To attend and contribute to meetings called in accordance with the meeting schedule of the school
- To work as a member of a team and to contribute positively to effective working relations within the school
- To contribute to promoting and safeguarding the welfare of children and young people within the school
- To help implement, and adhere to the school's quality procedures
- To unequivocally uphold the values of Twickenham Academy
- To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document (STPCD) not mentioned in the above and linked to the appropriate salary scale

From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.

Person Specification

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| Qualifications | <ul style="list-style-type: none">• Good Honours degree in Mathematics or relevant subject• PGCE or Qualified Teacher Status |
| Experience | <ul style="list-style-type: none">• Experience of teaching Mathematics in Key Stages 3, and 4• Interest and ability to develop Mathematics at all age groups• Leadership or involvement in an initiative that has resulted in improved student outcomes |
| Knowledge | <ul style="list-style-type: none">• A secure knowledge of the importance of data as a means both to measure and to extend progress |
| Skills & Attributes | <ul style="list-style-type: none">• Achieve lessons graded 'Good' or above• Excellent written and communication skills, including appropriate ICT skills• A high level of organisational skills• The ability to create a stimulating visual environment in the classroom• Commitment to extra-curricular provision• Commitment to safeguarding and promoting the welfare of children and young people• Able to prioritise and manage time and meet deadlines• Motivation to work with children and young people• Able to form good relationships with students, staff, governors and parents• A commitment to lifelong learning and a willingness to contribute to furthering their own learning through CPD• Commitment to the School's Equal Opportunities policies• Personal drive and energy to motivate and inspire staff and students• Integrity• Have a willingness to demonstrate commitment to the school's values and behaviours |

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above

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School Information – Twickenham Academy

At Twickenham Academy our mission is for all our students and staff to feel safe, valued and achieve their aspirations through high standards of teaching, learning and leadership.

Our Vision

- Students to be confident, successful and lifelong learners
- Students to develop creativity, resourcefulness and resilience
- The school to be driven and united towards continuous self and school improvement
- The school to attract, nurture and retain high quality staff
- Students, staff and parents to be proud to contribute positively to the school and the wider community.

Our Values

- Integrity
- Perseverance
- Dedication
- Empathy
- Responsibility

Student Care

Twickenham Academy prides itself that positive and respectful relationships are at the heart of the school. It is fundamental to the ethos of the school that every child is known and valued. We understand that every child has individual needs and that those needs may vary from day to day.

With this in mind, we have a support structure to provide students with the care and nurture they need.

Each child is a member of a tutor group made up of students from their year group. The tutor acts as both advocate and mentor.

The Year team consists of a range of expertise, including:

- Head of Year
- Special Educational Needs Co-ordinator
- Teaching assistants
- Child protection officer

Additional external professionals are brought into school, or are referred to, via the SEND department as appropriate.

Curriculum

The curriculum provision at Twickenham Academy is broad, balanced and fully inclusive. There is an emphasis on promoting strength and success in traditional academic subjects, but this is balanced with a desire to foster variety and personalisation in our provision.

The curriculum is constantly reviewed and developed to not only meet the needs and strengths of our students, but to provide rich opportunities for them to develop a range of skills and enjoy memorable experiences

