November 2016



Dear Candidate

**TEACHER OF MATHEMATICS**

Thank you for requesting details of the post of Teacher of Mathematics at the school. I hope the information below will help you with your application but please contact me if you require further information.

The School is very popular with a reputation for excellent results within a caring environment, as evidenced by the following comments taken from our last Ofsted Report.

• “Colchester County High School for Girls is an outstanding school.” “It continues to strive for, and achieves excellence in all it does.”

• “Students say they relish the independence teachers give them and appreciate the high levels of encouragement.” “Students talk positively about the environment and facilities that this new building offers, particularly for music.” “Students have excellent opportunities to take on additional responsibility and make a positive contribution to the school and the community beyond.”

• “Students say they feel safe and supported both by the school and by each other.” Parents “stated how the school had ‘balanced study, social development and student happiness’ extremely well.”

• “Leadership and management at all levels of the school are outstanding.” “Governors remain highly supportive and actively involved in the strategic development of the school.”

• “The school’s contribution to community cohesion is outstanding and supports students’ personal development well.”

• “The development of students’ leadership and team working skills is excellent.”

This position offers a rare and exciting opportunity to join a committed and motivated team in a unique learning environment and to experience the immense satisfaction of working with able and enthusiastic students. The school is innovative and creative, having Leading Edge Status; as a Camstar School, teaching staff are involved in action-led research and the school is the lead school for the local Teaching School Alliance (NEETSA) and Colchester Teacher Training Consortium, at the forefront of training and professional development.

The Mathematics Department at Colchester County High School for Girls is both a friendly and an extremely successful one, in which all members of staff share a genuine enthusiasm for the teaching of their subject.

The Mathematics Department has a suite of six dedicated Mathematics teaching rooms and an office, most of which are located in the mSchool (Music, Mathematics and the Mind). The Department’s outstanding examination success mirrors the school’s reputation for academic excellence. At GCSE in 2016, students achieved 90% A\*-A grades. Most students also took qualifications in Level 3 Statistics and some FMSQ Additional Mathematics. Mathematics is an extremely popular A level choice; there are currently four Mathematics groups in both Year 12 and 13 and one for Further Mathematics. 82% of students achieved A\*-B for Mathematics A level in 2016 and 80% A\*-B for Further Mathematics.

The successful candidate will be expected to teach Mathematics at all key stages and to offer extra-curricular activities. Experience of teaching A level Mathematics is essential. They will be required to undertake Form Tutor responsibilities including the teaching of PSHCE and participate in the 11+ entrance examination day.

We welcome applications from suitably qualified and experienced teachers from all secondary education sectors.

Colchester County High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced criminal record check by the Disclosure and Barring Service.

If you feel that Colchester County High School for Girls can provide the challenges and opportunities you are looking for then please complete the school application form and send this supported by a covering letter, addressed to the Headteacher. Applications must be returned to the school by Midday 5 December 2016.

We would be delighted to hear from you.

Yours sincerely



Gillian Marshall (Mrs)

Headteacher

**Colchester County High School for Girls**

**Department:** Mathematics

**Job Title:** Teacher of Mathematics

**Pay Scale:** MPR (£22,467- £33,160)

UPR (£35,571 - £38,250)

**Responsible to:** Head of Mathematics

**OVERALL RESPONSIBILITY**

* To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
* To maintain and build upon the standards achieved in the award for QTS Secondary as set out by the Teacher Standards.
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to school policy and Area Child Protection Procedures.
* To support all school policies and procedures.

**SECTION 1 - GENERAL TEACHING DUTIES**

**Teaching and Learning**

1. Manage student learning through effective teaching in accordance with the Department’s schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and differentiated approaches to match curricular objectives and the range of student needs.
4. Set and mark homework regularly in accordance with the school policy, to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with EAL/SEN staff and support staff, contribute towards IEP implementation to maximise effectiveness within lessons.
6. Support individual learning, including students on the school and subject Gifted and Talented registers, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
7. Set high expectations for all students.
8. Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success and progress for each lesson.
9. To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all students to achieve their full potential.
10. Work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan and implementing and monitoring change.
11. Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
12. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.
13. Assist in development of resilience.

**Monitoring, Assessment, Recording, Reporting, and Accountability**

1. Be immediately responsible for the processes of assessment, recording and reporting for the students in their charge.
2. Track student progress, monitoring achievement against set targets and take appropriate action on student outcomes.
3. Assess students’ work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures.
5. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately.

**Subject Knowledge and Understanding**

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
3. Keep up-to-date with technological change and the use of technology to enhance delivery and student access to the subject.

**Professional Standards and Development**

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time. Please do not leave classes unattended.
3. Be familiar with the School and Department handbooks and support all the school policies and procedures,
4. Establish effective working relationships with professional colleagues and associate staff.
5. Be involved in extra-curricular activities such as making a contribution to after-school clubs, trips and visits, and whole school events including the support of whole school productions.
6. Maintain a working knowledge and understanding of teachers’ professional duties as set out in the current School Teachers’ Pay and Conditions and Teacher Standards, and teachers’ legal liabilities and responsibilities relating to all current legislation.
7. Liaise effectively with parent/carers and with other agencies with responsibility for students’ education and welfare.
8. Be aware of the role of the Governing Body of the School and support it in performing its duties.

9. Consider the needs of all students within lessons (and implement specialist advice) especially those who:

1. have SEN;
2. are gifted and talented;
3. are not yet fluent in English;
4. are part of a vulnerable group (e.g. Pupil Premium students).

**Health and Safety Responsibilities**

Control

* Looking after their own safety and the safety of others affected by their work.

Co-operation

* Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School’s policies, risk assessments and health and safety standards.

Communication

* + Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
  + Reporting to the School any changes in personal circumstances which might affect their health and safety in school (i.e. pregnancy, illness etc.)

Competence

* Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation

* Using work equipment provided correctly, in accordance with instructions or training.
* Ensuring that if they organise projects or activities involving pupils or other non- employees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

* Reporting health and safety incidents, in accordance with the School’s health and safety Incident Reporting Procedure.

Safety Education

* All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
* All employees are responsible for ensuring that any visitors in their care follow health and safety instructions.
* All employees are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

**Continuing Professional Development**

1. Take responsibility for personal professional development, keep up-to-date with research and developments in teaching and support school development plans.

2. Implement and develop pedagogic procedures introduced through school, local or government initiatives.

3. Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.

4. Carry out reflective practice exercises to move classroom practice, teaching and learning forward.

5. Use ‘gained time’ by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Headteacher.

6. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.

7. Contribute to the professional development of colleagues, especially CTTC students and NQTs.

8. Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

*The job description of Form Tutor also applies to this role (a copy of which is available on request.)*

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.

**PERSON SPECIFICATION FOR APPLICANTS**

We want all staff at Colchester County High School for Girls to:

* relate well to students in all aspects of school life;
* put the needs of the students first and work with them to achieve their full potential;
* be self-motivated and aim for the highest standards in all that they do;
* be dedicated to the success of the students, their teams, the school and themselves;
* have the relevant qualifications to fulfil the requirements of the post;
* have confidence and competence in the use of Information Technology;
* contribute to and be active in the work of their team(s);
* have good communication skills;
* have a sense of humour;
* be positive and co-operative;
* respond constructively to developments within their areas;
* have enthusiasm, energy, resilience and vision;
* have an excellent record of successful teaching;
* have strong organisational and interpersonal skills;
* have strong management and leadership skills where appropriate;
* have a commitment to continuous school improvement;
* have a commitment to personal development and accept advice and coaching;
* demonstrate a positive willingness to be involved in the diversity of school life.

**ADVANTAGES OF WORKING AT**

**COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

* All students are well motivated to succeed and excellently behaved.
* Parents are keen to send their daughters here and the school is over subscribed.
* We are successful but not complacent. The school is always striving to move forward.
* There is an extensive induction course for new staff to support them as they adjust to teaching here. There is also a wealth of informal support from subject departments, pastoral teams and support staff.
* The staff, both teaching and support, are very friendly, caring and helpful. Continuing Professional Development has a high priority. Training is personalised to meet the needs of individual staff and to reflect school improvement priorities. CPD days are a mixture of whole days and twilight sessions taken across the academic year. The School is committed to developing the potential of every member of staff and build future leadership capacity.
* The school has been designated as lead school for the North East Essex Teaching School Alliance (NEETSA) and Colchester Teacher Training Consortium (CTTC).
* We have a culture of sharing good practice both within and across subjects, and across NEETSA.
* Life-long learning is a reality here with many staff still studying. They pursue courses both to further their career and just for pleasure.
* We teach creative and critical thinking skills to our students and encourage the development of thinking skills and creativity across all subjects.
* As part of our cognitive learning development, we have a built an iLab. This is an amazing space in which to foster innovation through the use of technology and writing on the walls!
* Many of our students are highly creative; many have a range of talents outside the curriculum. They all have a wealth of interests and the school runs a huge number of extra-curricular activities, many of which are run by the students themselves. We have a very active Student Voice which contributes to the development of the school.
* We encourage an extensive range of educational trips and visits nationally and internationally, including a thriving Duke of Edinburgh’s Award Scheme.
* We have good links with universities, particularly Oxford and Cambridge and are developing our link with universities overseas, including Harvard.
* As part of NEETSA, we work in partnership with a range of local primary and secondary schools as well as exploring links to similar selective grammar schools.
* We are linked to a range of International Schools, and more locally with community groups and charities.
* Classrooms and practical rooms are well-equipped; all classrooms have ICT data projectors and many have interactive white boards, tablets are also available as learning tools.
* The canteen is exceptionally good with a wide range of excellent hot and cold food available each day for a very modest price. The menu, including a wide range of vegetarian food, changes often and the catering manager will use recipes given by the staff or students. We also have free coffee and tea in the recently refurbished staff room.
* The school is on a pleasant site with ample, safe car parking.
* Colchester has excellent transport links. The school is close to the A12, with bus links to the town centre, and is about a 30 minute walk from the station.