



CANDIDATE INFORMATION BROCHURE



**Academies
Enterprise Trust**
To make our best better



Inspiration Influence Integrity

To inspire young people to make their best better



Welcome from the Principal

I am delighted to welcome you to Felixstowe Academy and would like to thank you for your interest in becoming a part of our team!

You will join us at an exciting time as we establish education provision in Felixstowe with high aspiration and expectations.

I am extremely passionate and committed to seeing Felixstowe Academy fulfil its potential and become outstanding - the fantastic staff within our Academy are central to us achieving this goal!

Children's education does so much to shape their character and personality, as well as their achievements, so it is for this reason that we have to get it right and provide the best education provision we possibly can.

The Academy's culture and ethos promotes high aspirations and expectations, balanced with the highest level of care and support. It is our aim that all children will love coming to the Academy, love learning, love being part of the Academy community and strive to be the best they can!

Yours faithfully

Mr Anthony Williams

Principal

About us

We serve the local community of the coastal town of Felixstowe and have approximately 1300 students, including 160 in the Sixth Form.

Felixstowe Academy opened in September 2011 and is part of Academies Enterprise Trust (AET), the largest nationwide, multi academy sponsor in the country. We are proud to be part of a wider family of academies within Academies Enterprise Trust and the opportunities for support, innovation, collaboration, partnership and excellence that ensures that we fulfil our duty to inspire young people to 'make their best better'.

We were very fortunate to move into our new building in April 2014, which is well equipped with a 'super-lab', a number of multi-purpose learning spaces, and performance spaces which are set in large grounds. Technology is at the cutting edge of developments, with access to iPads for staff as well as Chromebooks for students. In addition, we can offer you a welcoming environment with supportive colleagues, and a strong focus on staff induction, training and development.

Ofsted

Please click [here](#) to view our Ofsted report.



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Inspiration, Influence and Integrity...

We are proud that our staff and students collectively created our vision statement, reflecting aspects already achieved by the community at Felixstowe Academy as well as our aspirations for the Academy.

The process of developing our vision included an opportunity for us to reflect on what the values of 'Inspiration', 'Influence' and 'Integrity' meant to us as a community and as individuals, before developing the words and ideas that would form our Vision. These values along with our vision will enable us to provide the excellent education provision that this community deserves.

Inspire happy, confident and successful students who are independent and resilient.

Much of our focus is around raising standards, improving the quality of teaching and learning, improved curriculum provision and excellent care, guidance and support. Our key aim is to provide a unique balance of fun, excitement and a love of learning with high expectations and aspirations. This will culminate in a rich and vibrant learning environment where students work hard and dream big!

Felixstowe Academy is a special place with caring staff who genuinely want the very best for every child. We hope who you choose to become part of this wonderful

school community that will provide a perfect platform for children to fulfil their hopes, dreams and aspirations.

We very much hope that if you decide to join our community here at Felixstowe Academy you will see all of this in action! Our students are bright, articulate young people and they will be only too willing to invite you in and show you around their school. Please contact Mrs J Cumberland, at office@felixstoweacademy.org to arrange a tour!

Job description

Post Title:	KS3 COORDINATOR FOR MATHS	
The Professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all main scale posts. In addition, the description of the requirements of the post of KS3 Coordinator for Maths at Felixstowe Academy, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:		
Purpose:	a)	To be accountable, with the Leader of Learning for Maths, for ensuring each individual student achieves their optimum level in KS3 and makes expected or more than expected progress.
	b)	To assist in ensuring that the quality of teaching and learning in KS3 Maths is consistently good or outstanding.
	c)	To manage KS3 Maths and the development and implementation of policies, plans, targets and practices within the context of the Academy's aims and policies.
	d)	To participate in transition work relating to KS3 Maths with feeder primaries as part of the Academy's Transition arrangements
Responsible to:		Principal via Leader of Learning for Maths
Responsible for:		Assisting the Leader of Learning for Maths with KS3 Maths provision
Core Purpose:		
To provide support with the professional leadership and management for KS3 Maths to secure: <ul style="list-style-type: none">• improvement in progress and attainment for students;• high quality teaching and learning;• effective leadership and management;• effective use of resources and a safe and healthy environment for students and staff.		

Area of Accountability 1:
STUDENT ACHIEVEMENT (Related to TLR Criteria a)
<ul style="list-style-type: none"> • Work under the guidance and strategic direction of the Leader of Learning for Maths; • To be responsible for quality control in KS3 by collecting and analysing all data available on students' progress in the subject, linking these to the Academy assessment and reporting

calendar and systems;

- To track vulnerable groups and recommend appropriate intervention strategies in relation to Pupil Premium funding
- Ensure that students show sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment in your specified area;
- Ensure students understand the key ideas in the subject in your specified area at a level appropriate to their age and stage of development;
- Ensure the effective development of individual and collaborative study skills which are necessary for them to become increasingly independent learners in and out of the academy and which allow the transfer of skills between subjects;
- Set high standards for the behaviour of students in all disciplinary matters in line with the Academy's Behaviour and Discipline Policy;
- To inform the Leader of Learning for Maths regularly of the progress of students and the work of the specified area and ensure that reporting to parents is undertaken on time and in line with Academy policies and procedures;
- Ensuring adherence to the Academy's Homework Policy by teaching staff.

Area of Accountability 2:

TEACHING AND LEARNING

(Related to TLR Criteria b)

- Ensure continuity and progression between Maths and other areas of the subject by choosing the appropriate sequence of teaching and learning methods and setting clear learning objectives through agreed schemes of work, developed in line with the Improvement Plan, supporting colleagues where relevant;
- To be responsible for providing interesting, stimulating, challenging lessons which relate to the scheme of work as expressed in detail in the Subject Handbook;
- Keep abreast of changes and developments in KS3 Maths and ensure these have an impact on teaching and learning where appropriate. Review regularly and develop the specifications, schemes of work and teaching methodologies of the department in line with subject developments in consultation with the Leader of Learning for Maths;
- Ensure the five key outcomes of Every Child Matters are taken into account with all Teaching and Learning development in the specified area;
- Establish clear targets for achievement in the specified area and evaluate progress through the use of appropriate assessments and records and regular analysis of this data;
- Evaluate the teaching in KS3 by the monitoring of planning and through analysis of students' work, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- Develop effective links with the local community including parents, business and industry to ensure the development of enterprise skills in consultation with the Leader of Learning for Maths as appropriate;
- Ensure the delivery of the specified area conforms to the Academy Health and Safety Policy;
- Use your own class as an example of high quality teaching and learning in the subject;
- Ensure the sharing of good practice throughout the subject;
- To encourage the use of display in all subject rooms and adjoining areas by using student work and achievement, and maintaining a sense of order and tidiness;
- To be responsible for leading and the development of any staff who work in the specified area.

Area of Accountability 3:

LEADERSHIP & MANAGEMENT

(Related to TLR Criteria c)

- Ensure that teachers are aware of the implications of the Teaching and Learning Policy – particularly the impact that the ‘aims and objectives’, ‘culture and values’ and ‘teaching and learning’ sections as well as the Equal Opportunities Policy should have on developing teaching and learning;
- Be aware of and implement all relevant academy policies relevant to your specified area;
- Develop and implement policies and practices which reflect the Academy’s commitment to high achievement through effective teaching and learning;
- Have an enthusiasm for the specified area which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of students’ lives;
- Use relevant Academy, AET and national data to inform targets for development and further improvement for individuals and groups of students;
- Develop plans for KS3 with the Leader of Learning for Maths which identify clear targets, timescales and success criteria for its development and / or maintenance in line with the Improvement Plan;
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes;
- Playing a leading role in the Professional Development of staff in the specified area and be accountable for the dissemination of training to members of the department;
- Support with the monitoring / organisation of subject staff to be observed twice a year in line with the academy’s observation programme;
- To take lead, when appropriate, in the development of extra-curricular activities within and beyond the department;
- To assist the Leader of Learning for Maths in the production of a Subject Handbook which complies with the requirements of OFSTED and which is reviewed regularly (at least once a year).

Area of Accountability 4

TRANSITION

(Related to TLR Criteria d)

- To participate in transition work relating to KS3 Maths with feeder primaries as part of the Academy’s Transition arrangements

Other clauses:

- The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

Factor	Essential	Desirable
Qualifications	A good honours degree or its equivalent and a PGCE or its equivalent	
Experience	Have taught at all levels of ability range KS3 to KS4 with an opportunity to teach A-level Maths and Further Maths if desired	Experience within more than one school/academy Experience of teaching on BTEC courses Experience as a Form Tutor
Knowledge/ Understanding	Have a detailed knowledge of National Curriculum requirements of their subject Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning Able to mark and monitor students' class and homework, provide constructive oral and written feedback, set targets for students' progress and provide informative reports to parents.	Skills to teach other subjects High level of ICT skills
Personal Attributes	Displays energy, enthusiasm and commitment Is able to prioritise and work under pressure Communicates effectively with students, colleagues and parents Is able to establish good working relationships with colleagues	Is able to contribute to extra-curricular activities outside their own subject area
Management	Secures a good standard of student behaviour in the classroom by establishing appropriate rules and high expectations Ensures effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained Maintains own professional development	

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education



A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits

Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

The Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.