



HAMPSTEAD SCHOOL
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KEY STAGE CO-ORDINATOR - MATHEMATICS APPLICATION PACK

- Key Stage Co-ordinator – Mathematics advert
- Job Profile & Person Specification –Key Stage Co-ordinator Mathematics
- Application Form – *please download from the School's website*
www.hampsteadschool.org.uk



Key Stage Coordinator: Mathematics

TLR 2B

(£4440)

Inner London pay range

Required for September 2018

An opportunity for an outstanding professional to make their mark by taking on this leadership responsibility.

We need you to be:

- Committed to inspiring and motivating our students through the highest expectations
- A team player with excellent subject knowledge and ability to teach through to A Level
- A leader with strong communication skills wanting the best for each student
- A cracking teacher with proven outcomes, enthusiastic and optimistic in your approach.

What we offer:

- Mathematics is an extremely successful faculty, with students achieving significantly above national expectations over consecutive years. Our students perform brilliantly in competitions such as the UK maths challenge and Olympiads, and consequently both mathematics and further mathematics are very popular at A Level.
- The school has invested heavily in mathematics with the faculty having moved into a suite of new classrooms last year.
- In return as a people-centred organisation, we offer an outstanding employee support package alongside proven support with professional development including study at Master's level.
- As a long standing Investor in People, Hampstead School has an enviable record of enabling rapid career progression at all levels.

"Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils". (Ofsted)

"Fizzes with activity" (Good Schools Guide)

"An exceptional climate for learning" (Challenge Partners)

Details and application form can be downloaded from our website.

Closing Date : Monday 23 April 2018 (0900)

Interview Date: Thursday 26 April 2018

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

11 – 19 Mixed Comprehensive N.O.R: 1280 (200 in Sixth Form)

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133

Email: vacancies@hampsteadschool.org.uk

Website: www.hampsteadschool.org.uk





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JOB PROFILE

Post Title:	KEY STAGE CO-ORDINATOR – MATHEMATICS
Purpose:	<ul style="list-style-type: none">• To optimise standards of student attainment and achievement within the subject and to monitor and support student progress.• To be accountable to the Head of Faculty (HoF) for quality assurance of student progress and development in the Key Stage• To develop, enhance and monitor the teaching practice of others• To ensure the provision of an appropriately broad, balanced, relevant and personalised curriculum for students as Key Stage Co-ordinator in accordance with school aims and Governing Body policies• To help in leading, managing and developing the curriculum area Key Stage including staff, financial and physical resources• To lead in actively engendering a high level of professionalism, shared sense of purpose & positive emotional climate in the school and so create a vision, sense of purpose and pride in the Department• To support the HoF
Direct Reporting:	Head of Faculty
Operational & Strategic Planning	<ul style="list-style-type: none">• To lead the development of appropriate specifications, resources, schemes of work, assessment and marking policies, and teaching for learning strategies within the designated subject area Key Stage• The day-to-day management, control and operation of Key Stage subject service delivery• To systematically track, monitor and follow up student progress• To implement and monitor School Policies and Procedures• In liaison with Department colleagues to take a leading role formulating aims, objectives and strategic plans for the Department which meet client need, have coherence and congruence with and contribute to the School Improvement Plan• To assist in ensuring that service delivery holistically reflects the School's distinctive ethos and mission• To ensure that Health and Safety policies and practices are carried out in-line with specified requirements
Curriculum Provision, Development & Service Delivery	<ul style="list-style-type: none">• To liaise with the HoF in the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum within the Key Stage and wider Department• To lead curriculum development in the Key Stage, keeping up to date with national developments and teaching practice and methodology

Human Resources	<ul style="list-style-type: none"> • To contribute to Performance Management and resultant staff development needs • To inspire Department members by personal example, promoting teamwork and intrinsic motivation • To participate in the school's ITT programme.
Management Information:	<ul style="list-style-type: none"> • To maintain accurate and up-to-date information • To make use of analysis and evaluate performance data provided. • To help identify interventionist action on issues arising from data, systems and reports reviewing progress on the action taken • To help produce reports within the quality assurance cycle • To actively engage with information on Key Stage examination performance
Communications & Service Orientation:	<ul style="list-style-type: none"> • To contribute to vision ownership & buy-in from staff • To ensure effective communication/consultation with parents • To communicate and co-operate with persons or bodies outside the school and to actively promote the school's ethos when doing so
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities • To lead the development of effective subject links with partner schools, external agencies the community, primary and partners • To actively promote the school & its corporate well being
Management of Resources:	<ul style="list-style-type: none"> • To assist the HoF in managing the available resources of space, staff, money and equipment efficiently in line with the principles of "Best Value" within the Key Stage
Pastoral Care & Welfare System:	<ul style="list-style-type: none"> • To monitor and support the overall well-being progress and development of students within the Key Stage • To help monitor student attendance, progress and performance in relation to targets ensuring that interventionist strategies are implemented • To contribute to PSHCE, CEG, WRL as appropriate • To implement the Behaviour for Learning system in the Key Stage so that effective learning can take place • To contribute to the implementation of the school's pastoral system and the 5 outcomes of Every Child Matters
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

OTHER SPECIFIC DUTIES:

To continue personal development as agreed

To be generally responsible for safeguarding and promoting the welfare of students

To undertake any other duty as specified by STPCD not mentioned in the above

To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

To take the lead in courtesy to colleagues and in modelling the school ethos to visitors and callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job profile is current at the date shown but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.



**Key Stage Co-ordinator - Mathematics
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• On appointment, enhanced DBS check associated with ability to promote safeguarding of children	<ul style="list-style-type: none">• Further professional qualifications
Experience	<ul style="list-style-type: none">• Experience across the 11-16/18 age range.• Exemplary classroom practitioner	<ul style="list-style-type: none">• Experience of a range of teaching/learning strategies.
Ability / Skills	<ul style="list-style-type: none">• Ability to demonstrate knowledge of contemporary issues in Mathematics education.• Ability to liaise with colleagues across departments in promoting Mathematics• Strong interpersonal skills linked to the ability to both lead and manage.• Ability to work hard and prioritise within competing deadlines	<ul style="list-style-type: none">• Willingness to acquire skills as appropriate, e.g. ICT;• Knowledge of national educational policy, priorities and initiatives;• A reflective practitioner
Equal Opportunities	<ul style="list-style-type: none">• Awareness of equal opportunities issues and how these could be explicitly addressed in Mathematics	<ul style="list-style-type: none">• Ideas for addressing issues related to social inclusion
Disposition	<ul style="list-style-type: none">• A sense of perspective and manifest enthusiasm• Ability to work hard and prioritise within competing deadlines• A commitment to comprehensive education, teamwork and a collegiate approach	<ul style="list-style-type: none">• Resourcefulness, flexibility and adaptability.• A view of personal goals in relation to career development and school improvement



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Post Title:	TEACHER JOB PROFILE
Purpose:	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the Conditions of Employment of School Teachers, the National Teachers Standards, the School's aims and policies of the Governing Body and all Standard Operating Procedures.• To monitor and support the overall progress and development of students• To facilitate and encourage a learning experience which provides students with the opportunity to fully achieve their individual potential• To contribute to raising standards of student attainment and to provide and monitor opportunities for personal and academic growth• To support colleagues in maintaining a high level of professionalism and contribute to a shared sense of purpose and positive emotional climate
Reporting to:	Head of Subject / Faculty
Responsible for:	The provision of a full learning experience and support for students

CORE DUTIES:

Operational & Strategic Planning	<ul style="list-style-type: none">• To assist in the development of appropriate specifications, resources, schemes of learning, assessment and marking policies and teaching strategies in the department• To contribute to the faculty Improvement plan and its implementation• To plan and prepare courses and lessons• To have organisational awareness and so contribute to the school's planning
Teaching for Learning and Achievement Orientation:	<ul style="list-style-type: none">• To teach, students according to their learning needs, including the setting and marking of work• To ensure that ICT, Literacy, Numeracy are part of students' experience• To ensure a high quality learning experience for students which meets internal and external quality standards, including the preparation and update of subject materials• To use a variety of delivery methods which will stimulate learning appropriate to student needs, learning styles and demands of the subject• To maintain discipline in line with Behaviour for Learning and to demand high expectations in punctuality, behaviour and standards of work• To undertake assessment of students as requested by external examination bodies, faculty and school procedures
Curriculum Service Delivery:	<ul style="list-style-type: none">• To assist the Head of Subject/Faculty to ensure the provision of a range of activities that complement the school's strategic objectives• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Vision and Strategic Objectives

Human Resources	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in training and professional development • To take initiative and ownership for personal and professional development including subject knowledge and pedagogy • To actively and self-confidently engage in the Performance Management process • To ensure the effective/efficient deployment of classroom support • To work as a member of designated teams and to contribute positively to effective working relations within the school
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement and adhere to school Quality Assurance procedures • To contribute to the monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To implement modification and improvement as required • To transparently review methods of teaching and learning • To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc • To complete the relevant documentation to facilitate progress tracking • To track student progress and use information to inform teaching
Communications & Service Orientation:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school and in so doing promote the school's ethos • To follow agreed policies for communications in the school
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities • To contribute in developing effective subject links with external agencies • To actively promote the school and its corporate well-being at all times
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of resource acquisition and deployment • To assist in identifying resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with colleagues to ensure a fair, effective use of resources
Pastoral Care & Welfare System:	<ul style="list-style-type: none"> • As a Form Tutor to monitor and promote the academic progress and well-being of individual students and of the Tutor Group as a whole • To deliver Personal, Social, Health & Citizenship Education in line with schemes of learning as required • To liaise with your Pastoral Leader in the implementation of the school's Pastoral System and the 5 outcomes of Every Child Matters • To register students, accompany them to assemblies, encourage their full attendance at all lessons and through learning conversations, their full participation in school life • To communicate as appropriate, with parents and external agencies concerned with the welfare of individual students, after consultation with the appropriate staff
Assessment, Recording, Reporting:	<ul style="list-style-type: none"> • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required • To contribute to Targets, Action Plans, and other reports • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved