



**Hawarden High School**  
Ysgol Uwchradd Penarlâg



# **Teacher of Maths**

## **March 2021**

# **Candidate Information**

## **Pack**



**The Highway**

**Hawarden**

**Flintshire**

**CH5 3DN**

**Tel No: 01244 526400**

**Fax No: 01244 534699**

**[hhmail@hawardenhigh.flintshire.sch.uk](mailto:hhmail@hawardenhigh.flintshire.sch.uk)**

**[www.hawardenhigh.org.uk](http://www.hawardenhigh.org.uk)**

**Headteacher: Simon Budgen**

**Required for September 2021**

**Full – time Teacher of Maths (MPS / UPS)**

A well-qualified, committed and enthusiastic teacher is required within the Mathematics Faculty in this popular oversubscribed 11-18 comprehensive school. The successful candidate will contribute to a dedicated and highly successful team. The appointee will teach Maths across the age and ability range up to GCSE. There may be the opportunity to contribute to the teaching of A Level for a suitably qualified applicant.

The school is situated in an attractive area close to the border, just 6 miles from Chester and within easy reach of the North Wales coast, Liverpool and Manchester.

Application packs are available on the school / TES / Flintshire and ETeach websites and should be returned to Mrs L Donnelly, Head's PA, at the school, by **9.00a.m. on Thursday, 15 April 2021.**

***This school 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 DBS check prior to taking up the appointment.***

The Highway  
Hawarden  
Flintshire  
CH5 3DN

Headteacher / Pennaeth : Mr. S. Budgen  
Tel/Ffon : 01244 526400 Fax/Ffacs : 01244 534699  
hhmail@hawardenhigh.flintshire.sch.uk  
www.hawardenhigh.org.uk

Yr Highway  
Penarlâg  
Sir y Fflint  
CH5 3DN

March 2021

Dear Prospective Applicant



**Permanent, Full - time Teacher of Maths (MPS / UPS)**

Thank you for your response to the advertisement. This post is available from September 2021. The successful candidate will join the Mathematics Faculty, a dedicated and highly experienced team of staff. The appointee will teach Maths across the age and ability range.

The application pack comprises a number of documents which will, I hope, assist you in your decision to apply for the post. It contains:

- ◆ Job Description
- ◆ Personnel Specification
- ◆ Background Information relating to our Maths Faculty

A copy of our School Prospectus can be found on the school website

In the event that you decide to apply, I ask that you should send your application (either by post or email to: [lisa.donnelly@hawardenhigh.flintshire.sch.uk](mailto:lisa.donnelly@hawardenhigh.flintshire.sch.uk)) to Mrs L. Donnelly, my P.A., to arrive no later than **9.00 a.m. on Thursday, 15 April 2021**. I ask that you should enclose the following documents:

- ◆ Application form (you may supplement this with a C.V. if you wish), including the names and addresses of two referees.
- ◆ Your letter of application.

Shortlisting will take place during the week commencing 19 April with interviews to be scheduled as soon as possible thereafter. Applicants who have not been contacted by the 23 April should assume that, on this occasion, their application has been unsuccessful.

In the event that you require further information in advance of submitting your application, please do not hesitate to contact me.

We look forward to hearing from you.

Yours sincerely



Simon Budgen  
Headteacher



## TEACHER OF MATHEMATICS

For the year 2021-22 the faculty will consist of 5 full time and 3 part time members of staff. We have a suite of seven teaching rooms and a shared office; each member of staff is issued with a laptop and classrooms are equipped with a data projector.

All full time members of the faculty are maths specialists; we are enthusiastic about our subject and aim to develop deep understanding and a fascination of mathematics by providing relevant and stimulating lessons. We are ambitious for our pupils, and strive to ensure that each achieves their full potential. The faculty works very much as a team, sharing expertise and developing teaching and learning strategies across the department. We are continually expanding our teaching resources whilst also aiming to achieve a level of consistency in delivery across the faculty. The faculty aims to provide pupils with the skills that are necessary to use maths in everyday contexts, develop their problem solving skills and enable them to enjoy maths in its own right. Our results consistently place us amongst the highest achieving schools in Wales and a successful candidate must be keen and committed to working with the team to maintain these standards.

Pupils are taught in sets throughout KS3 and KS4, with initial setting based on information provided by our feeder primary schools. All classes have a set textbook for use as a basic resource, although we supplement this with worksheets, practical resources, puzzles, power points, video clips and internet resources when possible. At KS5 we have a large uptake and deliver the WJEC maths A level and further maths A level courses. We consistently have students that achieve the grades necessary to gain entry to desirable universities and onto highly sought after courses.

The successful candidate will be a strong team player; keen and enthusiastic with the ability to inspire students, and will set high standards for themselves and our pupils.

Mrs I Birch  
Curriculum Leader – Maths

March 2021

**September 2021****Post Title: Teacher of Maths****Name of Post-holder:****Purpose of Job:**

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**Reporting to: Curriculum Leader for Maths****Responsible for: The provision of a full learning experience and support for pupils.****Liaising with: Headteacher, Leadership Team, Teachers, Support Staff, LA representatives, External Agencies and Parents****Working Time: Permanent, Full – time, as specified within STPCD.****Salary/Grade: MPS****Disclosure level: Enhanced****Teaching:**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To provide guidance and advice to students on educational and social matters.
- To ensure that ICT, Literacy, Numeracy and Curriculum Cymreig are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching ensuring all lessons are fully prepared and documented.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials and maintain a stimulating environment.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.

- To mark, grade and give written/verbal and diagnostic feedback as required.

### **Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum.
- To contribute to the curriculum and subject areas development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

### **Curriculum Provision & Development:**

- To assist the Curriculum Leader / Assistant Curriculum Leader (CL/ACL) to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives.
- To assist in the process of curriculum development and change, to ensure the continued relevance to meet the needs of students, examining and awarding bodies and the School's Mission objectives.

### **Staffing:**

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Quality Assurance:**

- To help to implement School quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/subject in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **Management Information:**

- To maintain appropriate records and provide relevant accurate and up-to date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **Communication & Liaison:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the School.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the CL/ACL to identify resource needs and to contribute to the efficient/effective use of physical resources.

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

### **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 Form Tutor Group as a whole.
- To liaise with Heads of House to ensure the implementation of the School's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSE and Citizenship and Enterprise according to school policy.
- To maintain good order and discipline among their students, safeguard their health and safety both when they are in the classroom, when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere.
- To apply the Behaviour Management systems so that effective learning can take place.

### **School Ethos:**

- 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.
- To support the school in meeting its legal requirements for collective worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

### **Signatures:**

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 description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed .....**  
**(Teacher)**

**Dated**

**Signed .....**  
**(Headteacher)**

**Dated**



### Personnel Specification for Permanent, Full – Time Teacher of Mathematics (MPS / UPS)

Attributes	Essential	Desirable	How identified
1. Relevant Experience	Experience of working within a comprehensive school. Successful experience of teaching Mathematics across the ability range within KS3 / KS4 / KS5 (either as an ITT student or qualified teacher)	Pastoral experience as a tutor. Experience of implementing LNF strategies / developments	Form / letter of application / references / interview
2. Education and Training	QTS, with a degree in maths or a related subject Relevant INSET	Evidence of post qualification training	Form / letter of application
3. Personal Knowledge and Skills	Communication Skills Administrative skills ICT skills Positive professional relationships with teaching and support staff Able to relate positively to pupils across the age and ability range.		Form / letter / references / interview
4. Personal Qualities	Acceptance of responsibility Enthusiasm for subject Contribute to the teaching of 'A' Level		Letter / references / interview
5. Working Arrangements	Permanent, Full – Time September 2021		Interview

**Signed:**

**Date:**