



## Teacher of mathematics Recruitment Information



# HENLEY BANK HIGH SCHOOL

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April 2019

Dear Candidate

Thank you for your interest in the post of Teacher of mathematics at Henley Bank High School. Henley Bank High School is on a journey to Outstanding. It is a member of the Greenshaw Learning Trust, a family of like-minded schools that collaborate closely, whilst retaining and developing their own distinctive character.

At Henley Bank High School we all believe that every child can achieve greatness, fulfil their dreams and live happy and successful lives regardless of prior attainment or life experience. We support our teachers to become the best versions of themselves so that our students in turn are inspired to be curious, challenged to be successful and supported to step outside their comfort zones. We know that successful young people are not just made in classrooms; they are built in theatres, on pitches, tracks and courts and in galleries.

We also happen to get great results.

Want to join us?

Henley Bank High School is a small secondary school on an incredibly exciting journey. Since opening on January 1st 2018 we have become one of the most improved schools in Gloucestershire, a trend that is forecast to continue again this year and beyond. Our growth demands us to scour the Nation's talent to find the next generation of teachers to join our journey.

Our formula for success:

- Disruption free classrooms where both teachers and students thrive
- We sweat the small stuff - uncompromising high standards in all that we do
- A teaching leadership team who feel the impact of the decisions that they make
- Effective and fair centralised systems that liberate teachers to focus all their energy on planning and teaching great lessons
- We take pride in building great relationships with our students
- A teaching headteacher who is as passionate about developing his classroom practice as he is in the leadership of his team
- A culture that understands the importance of character as well as exemplary qualifications
- Every day is Open Day - we are proud of what we are achieving and welcome parents and carers to tour our school at any time of any day
- A commitment to literacy - we read challenging novels to our students every morning of every day and the impact on their enjoyment of learning is inspiring

## How to apply

Please download and complete an application form and send together with a covering letter of no more than 2 sides of A4. An application form can be found on our website [www.henleybankhighschool.co.uk](http://www.henleybankhighschool.co.uk)

Please email the completed form to: [recruitment@henleybankhighschool.co.uk](mailto:recruitment@henleybankhighschool.co.uk) or by post to Mrs F Cutler, Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF

Please note we do not accept CV's.

If you would like an opportunity to visit our school, please contact [fcutler@henleybankhighschool.co.uk](mailto:fcutler@henleybankhighschool.co.uk), to arrange a suitable time.

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

**Closing date:** Midnight, Wednesday 24<sup>th</sup> April 2019

**Interviews will be held:** Week commencing Monday 29<sup>th</sup> April 2019



Mr Bradley Nash  
Headteacher

# HENLEY BANK HIGH SCHOOL

## Teacher – Job Description

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

**Scale Range:** Main / Upper Pay scale (additional allowance with responsibilities will be considered for the right candidate)

**Start Date:** September 2019

**Responsible to:** This post is responsible to the Head of Subject

**Responsible for:** Teaching and supporting all designated classes in subject area

### Job Purpose:

- 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/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.

### Teaching:

- To undertake a designated programme of teaching across all key stages
- To teach consistently high quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3 and 4
- To be a role model for students, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

**Assessment, Feedback and Tracking:**

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
- To follow setting and co-ordinating assessment arrangements in mathematics at all Key Stages, and in all areas as required by school policies, including standardising those assessments.

**Staff Development:**

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

**Student Support and Progress:**

- To be a tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support 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 other reports as required
- To alert the appropriate staff to problems experienced by students
- 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 apply the Behaviour Policy so that effective learning can take place
- To meet with students over whom there are concerns and contact home where necessary in conjunction with year head or department head as appropriate

**Safeguarding:**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school

- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

#### **Communications, Marketing and Liaison:**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

#### **Personal Responsibilities:**

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

#### **Notes:**

*The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment*

*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*

*This 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*

*The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher*

#### **What the Trust can offer you:**

At the Greenshaw Learning Trust, we recognise our employees as our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all of our employees the following staff benefits;

- Excellent CPD opportunities and carer progression
- Employer contributions to Teacher and Support Pension Scheme
- Gym membership scheme
- Employee assistance programme
- Eye care vouchers
- Cycle to work scheme



## Person Specification

Qualifications	Essential	Desirable
Degree in relevant subject	●	
Teaching qualification and QTS	●	
Evidence of personal commitment to CPD.	●	
Experience and Knowledge	Essential	Desirable
Experience of teaching KS3 and KS4 in specific subject	●	
Has secure knowledge of the relevant subject and curriculum area	●	
Able to challenge and support students of all abilities	●	
Demonstrates an understanding of the needs of all students, including SEND, more able, EAL	●	
Skills and Abilities	Essential	Desirable
Able to plan and teach effective lessons across the relevant curriculum, age and abilities.	●	
Understands how data is used to monitor student progress	●	
Excellent communication with children, parent/carers and staff	●	
Excellent classroom management.	●	
Has high expectation of students, both in terms of their behaviour and their work in the classroom and beyond.	●	
Possess strong interpersonal skills.	●	
Be dependable, able to follow instruction and respond to management directions.	●	
Have a willingness to extend skills through appropriate training.	●	
Have good working ICT knowledge.	●	
Personal	Essential	Desirable
A strong character who is able to organise, motivate and inspire students so that they succeed.	●	
A passion and desire to drive things forward.	●	
The confidence to take risks and do things differently		●
Commitment to working within the School's Safeguarding Policy and Procedures.	●	
Commitment to high standards and expectations.	●	
High levels of professional integrity, energy and enthusiasm.	●	
Flexibility to undertake any role within the department.	●	
A good sense of humour.	●	