



The
Ongar
Academy

FACULTY LEADER MATHEMATICS & COMPUTING



INSPIRING EXCELLENCE

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APPOINTMENT OF FACULTY LEADER: MATHS

SCHOOL	The Ongar Academy
TELEPHONE	01277 500990
WEBSITE	www.theongaracademy.org
SALARY	Main Scale + TLR (discussed at interview)
START DATE	January 2018

SELECTION ARRANGEMENTS - THE PROCESS

Thank you for your interest in the post of **Faculty Leader: Mathematics** for **The Ongar Academy**.

We would encourage you to apply for this post on-line. You can access The Ongar Academy website from any computer, download an application form and then forward it via email to admin@theongaracademy.org. When you apply online we will send you an acknowledgement within two days confirming that your application has been received.

Please do not complete the form on an Apple Mac as the saved form will not be compatible with our software.

If you are shortlisted, you will be contacted with further details prior to interview. If you are unsuccessful, we will also inform you in writing.

Please let us know where you saw this post advertised.

CLOSING DATE: 11 OCTOBER 2017

INTERVIEW DATE(S): WEEK BEGINNING 16 OCTOBER 2017

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

REFEREES

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- One reference from your current employer
- One reference from your previous employer if employed by them within the last 5 years, otherwise one from another suitable professional.



The
Ongar
Academy

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admin@theongaracademy.org
01277 500990

LETTER FROM HEADTEACHER

September 2017

Dear Applicant,

Thank you for your interest in the post of Faculty Leader: Mathematics at The Ongar Academy. I hope the enclosed pack will be of interest to you and look forward to receiving your completed application.

The Ongar Academy is a new academy, opened in 2015. We were heavily oversubscribed for September 2016 and our multi-million pound, state of the art buildings are now open and fully functioning. We boast wonderful facilities and we are highly in demand with over 380 applicants for 120 student places each year.

Our motto is 'Affectare ad Optimum' – 'Aspire to Greatness' and we ask this of all our students and staff. As part of The Ongar Academy team, you will be able to undertake a range of different tasks and be open to continually developing your expertise as part of our wider school investment in staff development.

We pride ourselves in how we develop and nurture our new staff. No matter how much experience you possess, we will sharpen your practice and prepare you well for the next step in your career. We are well known for 'growing our own' leaders and several founding staff now follow leadership roles in the school.

As a new member of staff you have access to many benefits including a new laptop and a Health & Wellbeing package.

You will have a key role in the school as the academy grows and matures, facilitating your subject and assisting the SLT and trustees in the development of the vision for the school.

I hope that you will find this recruitment pack useful.

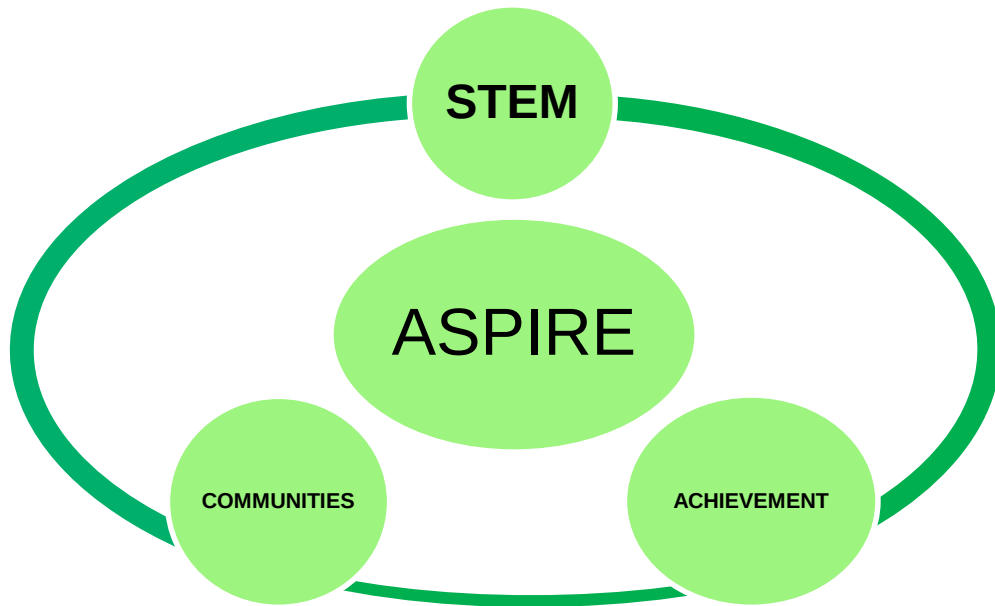
I would be very happy to meet and talk with you personally if you require any further information.

Yours sincerely

Mr David Grant
Headteacher

Our Vision

The vision of our school is epitomised by our mission statement “Inspiring Excellence”.



The school will encourage its students to ASPIRE:

Achieve

Support

Participate

Innovate

Respect

Enjoy learning together



The **Ongar** Academy

FACULTY LEADER JOB DESCRIPTION

Job title: Faculty Leader
Reports to: Appropriate SLT Link
Date: 2016

1 Purpose of Job

- To take responsibility for the leadership and management of the faculty area
- To ensure the effective learning of students taught
- To ensure effective pastoral care of students in designated tutor group
- To contribute to the wider success of the Faculty and the school
- To promote and be involved in extra-curricular activities and the wider life of the school community

2 Main Areas of Responsibility (in addition to those of a Classroom Teacher/Form Tutor)

Impact on educational progress beyond assigned students

For all subjects in the Faculty:

- Set and monitor team targets, within whole school targets. Intervene and act as appropriate to ensure that subject and whole school targets are met
- Identify subject development priorities and co-ordinate the writing and monitoring of the Faculty Annual Development Plan
- Lead and manage the annual faculty review and analyse outcomes in liaison with the SLT Link
- Reflect on and evaluate the effectiveness of the team
- Monitor students' behaviour, taking action as appropriate and ensure that teachers adhere to procedures of the school's behaviour policy
- Maintain an overview of parental contact, ensuring regular contact as needed
- Interrogate and use data including TGs, TLs, WAGs and WALs to track individual student performance and progress, and that of specific groups of students, ensuring that students achieve at or beyond their TG/Ls.
- Be responsible for leading improvement within the Faculty

Lead, develop and enhance the teaching practice of others

- Create and maintain a team and school ethos
- Ensure that Subject Leaders have effective schemes of learning in place to ensure effective learning and teaching
- Use meetings to share good practice, moderate, disseminate training and information

- Offer CPD to the team and across the school in an area of expertise identified with the line manager
- Provide regular opportunities for less experienced teachers to see you teach
- Develop teaching strategies to engage all students and maximise their potential
- Embrace ICT as a resource for teaching, as a motivational tool for students' learning and to facilitate the progress of each student
- Lead, coach and support colleagues (including NQTs, ITTs, GTPs, OTTs)

Have accountability for leading, managing and developing the Faculty

- Lead, co-ordinate and monitor the Faculty's development, linking Faculty priorities to whole school priorities
- Communicate the school vision to members of the team
- Lead, motivate, support and develop all colleagues
- Undertake rigorous and effective performance appraisal, in line with school policy
- Undertake rigorous and effective faculty self-evaluation within a planned cycle of regular observation/feedback to colleagues, book looks and interviews with students, in line with the school self-evaluation policy
- Update the faculty/subject self-evaluation information on a termly basis, contributing to the whole school self-evaluation process as required
- Lead, co-ordinate and monitor the Faculty Annual Development Plan, linking subject priorities to whole school priorities
- Be an agent for change, implementing whole school initiatives which support the raising of student attainment and achievement (including High Starters, AfL, varying learning styles)
- Lead innovation in learning by keeping abreast of subject developments, engaging with school-wide learning initiatives and leading these within the team
- Monitor faculty, subject and individual student targets and progress through assessment of planning, record keeping, marking, teaching progress, homework and assessment across the faculty, maintaining a central record of baseline and subject assessment data and targets to monitor the progress of students and the effectiveness of the team
- Ensure the smooth-running of all related examinations, through close liaison with the Examinations Officer
- Conduct an annual review of the curriculum offered at all levels
- Lead rigorous and effective faculty team meetings – identify the purpose, circulate an agenda and minutes
- Following each reporting cycle, check the standard of teachers' reports, review assessment data and co-ordinate follow-up across the subject in line with the report checking guidelines
- Following each student tracking session, review the outcomes and implement strategies as appropriate in line with the tracking checking guidelines
- Attend school on both A/AS Level and GCSE results' days to support students in determining future plans, and to carry out analytical work for the faculty area, making contact with the Faculty's Subject Leaders where necessary, following the exam checklist for results' days
- Manage the delegated budget for the Faculty in order to resource the curriculum effectively
- Participate in recruitment and retention of teaching staff as required

- Contribute regularly to the school newsletter, including the submission of photos, and ensure that the relevant faculty and subject area is well represented in the newsletter
- Undertake specific faculty responsibilities, as discussed with the line manager

3 Line Management

- The line manager will be identified on appointment and will carry out the postholder's performance appraisal. Line management might change on an annual basis as a result of staff changes/post changes.
- Formal line management meetings will take place at least half termly and on an ad hoc basis at the request of either the line manager or the postholder.
- The Faculty Leader will also report to the relevant Year Leader for their form tutor responsibilities

4 Supervision

- The majority of this work will be undertaken entirely without supervision. Matters of policy are discussed as the need arises with the line manager.

5 Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the pre-employment checking process. Additional information about the Criminal Records Bureau and the checking process is in the guidance notes accompanying the form.

6 Additional Information

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.
- The Ongar Academy and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.
- This job description is based on the national teacher standards.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the postholder.

7 Contracted Hours and Pay Scale

- Please refer to the Pay Policy as well as current offer letter and contract.



Person Specification: Faculty Leader

Qualification Criteria

- Qualified to degree level or above
- Possesses QTS status or equivalent

Experience

- Experience of leading an element of a subject (e.g. a particular keystage) or an entire subject
- Experience of line management of at least one member of staff
- Evidence of successful practice as a subject leader and/or teacher in a secondary school
- Experience of continually improving teaching practice to increase student achievement and progress
- Effective use of self-evaluation and data analysis in order to facilitate improvement
- Evidence of continually improving the teaching and learning of their subject through writing schemes of learning and organising extra-curricular/enrichment activities

Knowledge

- Up to date knowledge in the curriculum area (inc. AS/GCSE specifications)
- Understanding of the teaching strategies needed to establish high aspirations with regards to results and behaviour
- Awareness of recent OFSTED guidance
- Understands the difference between Leadership and Management
- Evidence of working with educational research to facilitate learning
- Knowledge of the current legal requirements, national and school policies and guidance on the safeguarding and promotion of the well-being of children and young people

Leadership

- An ability to lead by example
- Effective team worker and leader
- Establishes a 'learning culture'
- Understands the need for collegiality in a school environment
- Possesses high expectations for accountability and consistency
- A personal drive aligned with The Ongar Academy's motto 'Affectare ad Optimum' ('Aspire to Greatness')
- A commitment to the values of The Ongar Academy
- Possesses a 'Growth Mindset'
- Motivation to continually improve standards and **inspire excellence**
- Possesses empathy and the ability to communicate
- Can articulate a vision and listen to others

- Can motivate and influence those they work with, using an appropriate range of strategies
- Develops plans with appropriate SMART objectives
- Anticipates and pro-actively plans for change
- Commitment to the safeguarding and welfare of all students
- Champions the STEM theme whilst balancing the need to promote other subjects

Teaching and Learning

- Effective and adaptable ICT skills
- Numerate so that data analysis can be facilitated
- Effective communication skills
- Possesses energy, enthusiasm, resilience and perseverance
- A commitment to educational research in order to facilitate learning
- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Demonstrates outstanding classroom practice
- Understands the difference between good and outstanding classroom practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to students needs
- Understands and interprets complex student data to drive lesson planning, achievement and progress
- Excellent planning and organisational skills
- The ability to produce correspondence/documents, appropriate for a specific audience and in well-written English, ensuring the tone is appropriate to the purpose