



Applicant Information Pack Head of Mathematics



The Archer Academy is an outstanding secondary school at the heart of our community, providing students from all backgrounds with the inspirational education they need to live successful and fulfilling adult lives.

Summer Term 2022

www.thearcheracademy.org.uk

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Realising potential. **Inspiring creativity.** Engaging with our community.

The Archer Academy
Stanley Road Campus
Eagans Close
East Finchley
N2 8GA

April 2022

Dear Candidate,

Thank you for your interest in the Archer Academy and the post of **Head of Mathematics**. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further background information is available on our website and in our prospectus – I would encourage you to review both.

Our vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for local children that will prepare them for adult life. We cannot know exactly what the future will bring for our students, but by giving them a love of learning, adaptable skills and the determination to succeed, we will enable them to rise to whatever challenges they face.

We are a maturing 11-16 secondary school which opened in September 2013 in East Finchley, serving families in the surrounding areas of North London. The school was created to meet the needs and desires of parents, primary school governors and the local community, for a first-choice, non-denominational, coeducational secondary school.

We are significantly over-subscribed, with over 1100 applications for entry in September 2022. We became a complete school in September 2017 for the first time, with students in years 7 through to year 11. Our pioneer year group sat our first set of GCSE examinations in the summer of 2018. We have now secured four sets of GCSE results, which confidently place us in the top 10% of all schools nationally. We were graded 'outstanding' by Ofsted in June 2019.

We are a campus school, a model which we believe allows us to create a distinctive atmosphere on each site. Our students complete Lower School, Years 7 to 9, at our Stanley Road campus, a state of the art building with incredible facilities. Our students graduate to our Upper School at Beaumont Close, just a few minutes' walk away, in Year 10. Our campus provides each cohort the chance to grow and develop amongst their closest peers and creates a real sense of progress when students graduate to the college-like atmosphere of Upper School, a rite of passage they aspire towards. Our campus model also reinforces the small, community feel of our school.

We currently have 486 students in years 7-9 and 324 students in year 10-11. We are currently an 11-16 school working in a strategic partnership with Woodhouse College and Barnet and Southgate College for post 16 education. This partnership is dynamic and evolving rapidly, securing a third transition point for our students and professional development opportunities for our staff. We are ambitious to continue to develop this provision over the coming years and see ourselves very much as an evolving 11-18 school.

We are now confidently in our ninth year as school, we are firmly established, with a strong, experienced team in place. We are excited about the opportunities ahead of us as a school as we seek to be beyond outstanding.

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As we move into this next phase of our school's journey we are seeking an ambitious and talented Head of Mathematics to join our school. This role represents a unique opportunity to lead a successful, experienced and well-established department that is at the very heart of our school. Our Maths department secures some of the very best results in the school and 3/4's of our students achieve at least one grade higher at the Archer Academy in Maths, compared with schools nationally.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At the Archer Academy we are evolving our exceptional school and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I can promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at www.thearcheracademy.org.uk within the "Join us tab". Tours of the school are encouraged, with an opportunity to meet staff and students, and we would be delighted to welcome you to our school. Please contact Jessica Scott (details below) to arrange a visit.

Please submit your application by email to, Jessica Scott, Headteacher's PA & HR Manager, at recruitment@thearcheracademy.org.uk. Please do not hesitate to contact Jessica with any questions or to arrange a tour of the school.

Interview dates are as advertised.

Deadline for application: Noon on Friday 29th April

Provisional interview date: Friday 6th May

This is undoubtedly an exciting time to join the Archer Academy, as we move confidently into our next phase. We very much look forward to hearing from you and thank you for your interest in our school.

With my very best wishes,



Lucy Harrison

Headteacher

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Our vision

Our three-fold vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and ambitious education for local children, an experience that they will relish and that will prepare them for adult life. It underpins every aspect of life at the Archer Academy, and is the benchmark against which we measure our success.

Realising potential:

Helping students to achieve personally, socially and academically to the best of their abilities. Our outstanding teachers set high standards and challenge each and every student to fulfil their individual potential, both in their studies and through extra-curricular activities.

Inspiring creativity:

Providing an enjoyable and inspirational education that encourages students to be analytical, inventive and self-motivated. This commitment to creativity and analytical thinking applies across the whole curriculum as well as our extra-curricular opportunities.

Engaging with our community:

Ensuring that students respect others and value working with others for mutual benefit. The Archer Academy is a school with its roots in the community, and so responsibility and participation are fundamental to our ethos.

Supporting our students

We create a culture that celebrates achievement in all aspects of school life. For the school, good behaviour and firm discipline underpin a happy, respectful and productive learning environment.

We also offer an extended day twice a week, during which students take part in extra-curricular activities. We provide a broad enrichment programme that covers: sports clubs and teams; creative arts societies; media and politics; vocational and entrepreneurial societies; and voluntary work and awards schemes.

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Job description

Head of Mathematics

Salary Scale: UPS/MPS plus TLR 1c (£10,711)

Starting September 2022

Our vision for Maths at the Archer Academy is that students learn to think and act as real mathematicians, developing exceptional creativity and resilience in tackling challenging mathematical problems, deep conceptual understanding of the curriculum underpinned by rich imagery, and most of all, the love of learning mathematics that every true mathematician has.

This post offers the successful candidate the unique opportunity to play a pivotal role in the strategic leadership and development of our school. Mathematics is a specialism of our school and to date the department has secured outstanding results for students in relation to both attainment and progress. A creative and academically rigorous approach to numeracy is developing across our school and the post holder will play a key role in further developing this essential work. This role secures a place for an ambitious Head of Mathematics at the heart of the development of our school as it continues to evolve; providing significant opportunities for influence on the strategic decisions made going forwards.

Maths is highly regarded by students and parents. Over one third of Year 11 and nearly half of Year 10 have chosen to take optional Further Maths or Statistics GCSEs during the school Enrichment slots, and our results in these subjects are outstanding. This reflects Archer students' commitment to and enjoyment of Mathematics, across the full prior attainment spectrum, and the strong parental support we enjoy as a department. Mathematics and Further Mathematics are two of the most popular subjects chosen by students for A Level and we work closely with Woodhouse College, our partner college, in joint pursuits surrounding the profile and teaching of Mathematics.

The department has a strong internal leadership structure, including the positions of Second in Department and Lead Practitioner. Additionally, the full time post of a specialist Maths Tutor affords true focus on bespoke one to one support where required. The department has superb state of the art resources which enable excellent and ambitious teaching and learning. The department's annual 'Archers' Adventures in Numberland' provides a week long festival of mathematics and is thoroughly enjoyed by all members of our community.

This job description is in addition to the National Standards expected of all who have attained Qualified Teacher Status. This job description is subject to review and change as the school grows and develops.

Key responsibilities of the Head of Department:

- To communicate a clear department vision which encourages ownership, team spirit and commitment from the department members
- To develop a curriculum vision and plan which will help the Academy to grow to full capacity
- To stay abreast and informed of national assessment changes, ensuring staff and students are best prepared for external examinations and the next steps in their educational journey
- To ensure that all members of staff in the department go through the Performance Review cycle in the manner specified in the Academy policy
- To line manage and professionally develop staff in such a way that they perform at their best.
- To ensure high standards of teaching and learning for all students throughout the department
- To create schemes of learning which enable all students to become effective learners
- To provide a secure and safe learning environment for all students so that they develop into self-confident and self-motivated learners
- To devise and implement department student assessment systems which enable student underachievement to be identified and acted upon at an early stage
- To coordinate effective intervention strategies which support students so that they make the progress

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that is expected of them

- To identify excellent practice within the department and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning and team teaching
- To produce a strategic plan to deliver the Department vision which is supported by an annual action plan
- To robustly track and monitor progress over time
- To robustly monitor the quality of teaching, learning and assessment through a range of quality control measures
- To complete an annual self review of the department including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan
- To meet regularly with the Headteacher to keep her informed of developments within the department.
- To work collaboratively with other heads of department to plan an inspirational thematic learning curriculum; securing outstanding learning outcomes for all.
- To work collaboratively with middle and senior leaders to plan and take an active part in our enrichment curriculum.
- To collect and use assessment data to identify and challenge underachievement, following and analysing trend patterns and considering how well gaps are closing between the academic performance of different groups of students within the department, compared to students nationally and across the school; this will include the learning and progress of identified groups of learners.
- Manage allocated budgets effectively and stay within set budget allocation.
- Create an orderly, yet inspiring, subject environment in which the school's culture and ethos is upheld.
- Play a key role in the school self-evaluation and ongoing improvement strategies.
- Remain abreast of subject specific developments and policy change, advising the Headteacher of the school's strategic direction for the subject that will support student progress.

The Head of Mathematics will work with the Assistant Headteacher, School Development, to plan and lead on our whole school Mathematics specialism. The Head of Mathematics will ensure that the profile and wider opportunities to secure confident and higher order numeracy skills are embedded throughout the curriculum and through whole school activities; in line with the school's vision and ethos.

In addition, all teachers at the Archer Academy will carry out the professional duties of a teacher (as set out in the Teachers' Pay and Conditions document) including those duties particularly assigned to the teacher by the Headteacher.

All members of staff at the Archer Academy are expected to:

- Sustain and improve the quality of education offered to students in the school
- Promote educational opportunities, equality of access to opportunities and an appropriate safe and healthy working environment for all members of the school
- Share responsibility in the school's development and to contribute to the planning and direction of the school
- Recognise that the ethos of the school is a shared responsibility to which they can make a significant contribution and which they should uphold
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Take an active role in the planning and delivery of our thematic learning curriculum.
- Plan and deliver the school's Enrichment Programme
- Be aware of, support and ensure equal opportunities for all
- Contribute to the teaching within their department and the school
- Be willing and able to offer a second subject at KS3 and to contribute to thematic learning projects

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- To work collaboratively with other heads of department to plan an inspirational thematic learning curriculum; securing outstanding learning outcomes for all.
- Participate in the development of appropriate specifications, materials and schemes of work
- Develop teaching strategies which, through appropriate and relevant learning experiences, reflect the range of learning styles of individuals which are necessary for the development of the individual student in the curriculum areas
- Assess students' strengths and weaknesses and their performance against potential targets, tests and exams
- Through the process of assessment for learning, review students' work and set targets for improvement
- Monitor progress and use appropriate strategies to motivate students to achieve targets
- Identify and support low-achievers, using specialist help where needed
- Identify the needs of SEN students including drafting and running individual education plans with the SENCO
- Foster a happy, disciplined working environment in which students may grow socially, physically, emotionally and intellectually, as well as developing their individual talents and fostering an appreciation of the gifts and needs of others
- Secure good behaviour in the classroom throughout the school in line with the behavior policy
- Take advantage of opportunities created by ethnic and cultural diversity
- Liaise with parents by oral and written reports, discussing progress and encouraging them to support their child's learning
- Deploy support staff in the classroom effectively
- Contribute effectively to school improvement
- Take responsibility for your own professional development.

Professional Skills and Experience:

- Possess a good degree and QTS
- Be an excellent teacher with the ability to inspire students to become effective, self directed learners
- Have the skills and experience necessary to achieve outstanding examination results
- Possess a thorough understanding of the requirements and opportunities of the secondary curriculum
- Have experience of teaching a range of year groups including examination classes
- Show evidence of having developed the learning capacity of students
- Be an enthusiastic and effective form tutor who is fully committed to embracing the Academy Vision
- Show evidence of continued professional development
- Have relevant experience of working in comprehensive and multicultural environments
- Have sound understanding of strategies to raise attainment
- Possess strong leadership and management skills
- Have the capability to lead others in successful school improvement and innovation
- Demonstrate the ability to set up and operate effective self-evaluation systems.

People, Relationships and Communications:

- Be committed to maintaining the distinctive and inclusive ethos of the Academy
- Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible
- Have qualities which earn the trust and respect of students, staff, parents governors and the wider community
- Possess integrity, optimism, credibility, resilience and calmness
- Possess excellent written and verbal communication skills
- Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy

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- Be able to build constructive working relationships with local schools and colleges, employers, the local community and the local authority
- Appreciate the balance between the academic, social and emotional development of young people, needed to create an outstanding school.

Responsible to: Assistant Headteacher, School Development

Safeguarding:

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.

Person specification

Skills, Qualifications and Training	Essential	Desirable
Qualified Teacher Status	✓	
Good degree in the relevant subject	✓	
Courses of further study relevant to the post		✓
Evidence of active involvement in professional development		✓
Excellent organisational skills	✓	
Excellent ICT skills	✓	
Teaching Quality & Experience	Essential	Desirable
Have experience of teaching a range of year groups including examination classes	✓	
A proven track record of excellent examination results across Key Stage 3 to 5	✓	
Possess thorough understanding of the requirements and opportunities of the secondary curriculum	✓	
Be an excellent teacher with the ability to inspire students to become effective, independent learners	✓	
Ability to plan lessons effectively and have sound understanding of strategies to raise attainment	✓	
Have the skills and experience necessary to achieve outstanding examination results	✓	
Experience of leading effective and creative approaches to whole school numeracy		✓
Experience of writing creative and academically schemes of learning which accelerate student progress	✓	
Confident ICT skills to support the provision of robust data tracking	✓	
Good awareness of current educational developments	✓	
Be an enthusiastic and effective form tutor	✓	
Have the capability to lead others in successful school improvement and innovation	✓	
Personal Qualities	Essential	Desirable
Possess strong leadership and management skills	✓	
High levels of integrity and professionalism	✓	
Ability to work well in a team	✓	
Ability to think originally and creatively	✓	
Enthusiasm, energy and commitment	✓	
Possess excellent written and verbal communication skills	✓	
An understanding of and commitment to the Archer Academy vision	✓	

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Have the ability to relate positively to students, parents and other stakeholders to engage them successfully in the life of the Academy	✓	
Be committed to maintaining an inclusive ethos in the Academy	✓	
Appreciate the balance between the academic, social and emotional development of young people needed to create an outstanding school	✓	

Safeguarding:

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check. Members of the Panel have undergone Safer Recruitment training.