

**Maths  
(Assessment and Feedback Lead)  
Recruitment Information Pack**



**April/September 2018**

**Hall Lane, Dovercourt, Harwich, Essex, CO12 3TG**

**“Working and learning together”**

# Teacher of Maths (Assessment and Feedback Lead)

## Recruitment Information Pack

### Contents

---

Application Process 3

---

Maths Department 4

---

Job Description 5

---

## **The Application Process**

The application form should be completed and emailed to [personnel@hdhs.org.uk](mailto:personnel@hdhs.org.uk)

## **Relocation**

Up to £8K Rent subsidy, Mortgage subsidy or Relocation package (please see Relocation Policy on our website [www.hdhs.org.uk/vacancies](http://www.hdhs.org.uk/vacancies))

## **Queries**

If you have any queries on any aspect of the application process or need additional information please contact [personnel@harwich.essex.sch.uk](mailto:personnel@harwich.essex.sch.uk) who is happy to discuss all aspects of the post and the school's vision.

Deadline for applications: Wednesday, 21 February 2018

Interviews: Tuesday, 27 February 2018

## **Maths Department**

The Maths Department consists of a team of 9 full-time and one part-time Maths specialist. The department is based in one building with a Maths Office where colleagues meet regularly at break and lunch times.

All classrooms are fully equipped. All staff have their own chrome book-laptop.

The team is cohesive, friendly and mutually supportive. The faculty is led by an Assistant Headteacher and a Lead Practitioner. There are also TLR postholders responsible for KS3 and KS4. A number of staff have joined the department following their training through the School Direct programme. Career opportunities for enhancement and progression are good.

The faculty is working closely with partners across the Multi Academy Trust. These are exciting times with many future challenges ahead of us. We are keen to embrace these challenges and as a team we are constantly striving to make improvements. Teaching and Learning is at the core of everything we do and our goal is always to enhance the learning experience of our students to further raise attainment. Behaviour and attitudes to learning are good. In addition to GCSE Maths, Further Maths and Statistics are taught.

## Job Description

<b>Post Title:</b>	<b>TEACHER OF MATHS (ASSESSMENT &amp; FEEDBACK LEAD)</b>
	In addition to the job description below this post is subject to the national School Teachers Pay and Conditions.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support designated curriculum areas as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/ Tutor</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Assistant Headteacher
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Head/Deputies/AHTs, (Line Managers) teaching/support staff LA representatives external agencies and parents/carers.
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	Main Scale
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Leading strategy to provide high quality assessment and feedback access to the Faculty</li> <li>• To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>• To contribute to the Curriculum Area and department's improvement plan and its implementation.</li> <li>• To plan and prepare courses and lessons.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives and SIP.
<b>Curriculum Development:</b>	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 SIP.
<b>Staffing CPD: Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To take part in the school's CPD programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To help to implement school quality control systems procedures and policies and to adhere to these.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• 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.</li> <li>• To attend team meetings etc in accordance with the school calendar.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for Go 4 Schools, registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents/carers of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings Parents Evenings etc.</li> <li>• To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• 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.</li> </ul>
<b>Learning Support System:</b>	<ul style="list-style-type: none"> <li>• To be a Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated <b>Tutor Job Description</b>.</li> <li>• To liaise with the Learning Mentors and SEN to ensure the implementation of the school's Learning Support System and mentoring.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> </ul>

	<ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans, IEPs and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li>   <li>• To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To contribute to PSHEE, citizenship and enterprise according to school policy</li> <li>• To apply the Behaviour Policy and systems so that effective learning can take place.</li> </ul>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and the school subject specialism are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school policies.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To set appropriate targets for students in line with school policy and procedure as required.</li> <li>• To implement the school policies re Homework</li> </ul>
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to encourage staff and students to follow this example.</li> <li>• To promote actively the School's Policies &amp; Procedures.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li> </ul>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date January 2018