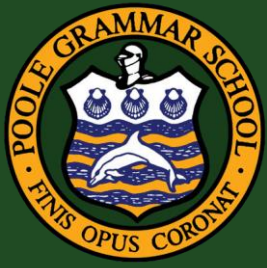


POOLE GRAMMAR SCHOOL



**COMPUTER SCIENCE AND MATHEMATICS TEACHER
INFORMATION PACK**



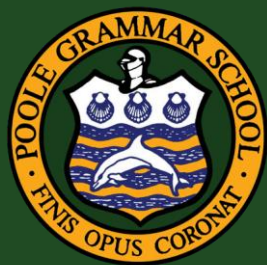
POOLE GRAMMAR SCHOOL

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Job Description Teacher of Computer Science and Mathematics

Start date	As soon as possible
Salary grade/range	MPS/UPS
Contract Term	Permanent
Hours	Full Time
Responsible to	Head of Department

The responsibilities of the post holder will include the following areas:

Teaching

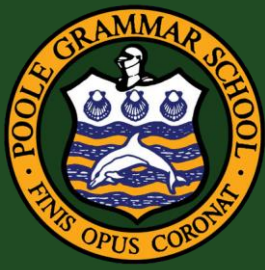
- Teach Computer Science and ICT from Y7 to Y9 in a manner appropriate to students' ages and abilities
- Teach GCSE Computer Science and preferably A Level Computer Science
- Teaching Mathematics from Y7 to Y9 in a manner appropriate to students' ages and abilities
- Opportunity to teach GCSE Mathematics and A Level Mathematics
- Promote A Level Computer Science and Mathematics to potential Sixth Form students
- Attend and contribute to departmental meetings
- Contribute to the development and effective use of departmental resources
- Keep an oversight of the work and progress of students, especially those who are gifted or have specific learning needs using appropriate data
- Maintain professional skills through INSET and CPD programmes
- Work effectively with administrative support

Extra-curricular

- Promote extra-curricular Computer Science and Mathematics within the school
- Promote Computer Science and Mathematics to the wider community
- Develop links with local HE/FE institutions and professional bodies

Pastoral

- Promote the general progress and well-being of individual students of any classes assigned to him/her. For example, through tutor periods and registration
- Help to signpost students to appropriate advice on educational and social matters and on their further education and future careers as appropriate. This includes information about sources of more expert advice on specific questions; making relevant records and reports
- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicate and consult with the parents, other school staff and students
- Communicate and co-operate with persons or bodies outside the school, where appropriate
- Participate in meetings arranged for any of the purposes described above within directed time



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Strategic planning

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department
- Contribute to the department's development plan and self-evaluation strategies
- Contribute to the whole school's planning activities e.g. the departmental development plan, staff meetings and ad hoc committees, tutor meetings etc

Staffing

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participate in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contribute as appropriate to the professional development of other teachers and non-teaching staff, including the induction, assessment and support of trainee or early careers teachers

Quality Assurance

- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Review from time to time methods of teaching and programmes of work

Management Information

- Maintain appropriate personal records and inform support staff of changes for the school information management system
- Complete the relevant documentation to assist in the tracking of students

Management of resources

- Contribute to the process of ordering and allocation of equipment and materials e.g. suggesting new resources
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for certain subject rooms and tutor rooms, including providing material for displays connected with the subject

Discipline and Health and Safety

- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities



POOLE GRAMMAR SCHOOL

Responsible to: Head of Computer Science and the Head of Mathematics

In drawing up this job description the Headteacher acknowledges her responsibility, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

This job description is specific to the post of Teacher of Computer Science and Mathematics and additional to the generic job description of a teacher at Poole Grammar School. Further details of the school are on the school website www.poolegrammar.com



Person Specification Teacher of Computer Science and Mathematics

Experience

- Exemplary classroom practitioner
- Teach Computer Science and Mathematics at KS3
- Teach GCSE Computer Science and preferably A Level Computer Science
- An awareness of curriculum issues relating to Computer Science and Mathematics from KS3 to GCSE and preferably A Level Computer Science
- Committed to meeting the needs of students with special educational needs and the gifted and talented
- Enthusiasm for pastoral work in a school setting

Qualifications

- Honours degree in related subject
- Qualified teacher status

In Service Training

- Up-to-date subject and National Curriculum knowledge and skills
- A programme of relevant recent courses undertaken

Skills

- Willingness to contribute to whole school thinking on the curriculum and the processes of learning and teaching
- Ability to liaise with other departments and staff
- An ability to lead and inspire pupils of all abilities
- Establish clear expectations and constructive working relationships amongst staff and pupils
- Evidence of developing, implementing and reviewing schemes of work
- An ability to encourage participation in Computer Science and Mathematics both inside and outside the classroom
- Innovative and outstanding teaching methods
- Proven communication, organisational, interpersonal and administrative skills
- An ability to work effectively as part of a team but also to be able to work independently

Personal Skills and Qualities

- Confidence, tenacity, flexibility and adaptability
- Empathy for pupils, parents, staff and the community
- Energy and commitment
- A sense of humour and can - do attitude
- High level emotional intelligence



POOLE GRAMMAR SCHOOL

The Computing Department

Personnel

The Computing Department consists of a Head of Department and one other full-time Computer Science teacher. This post is suitable for an experienced teacher as well as those who are newer to the profession. There is a comprehensive support network within the department so significant professional development opportunities will be available.

Curriculum

The school operates on a fortnightly timetable and on a teaching allocation of one hour per class per fortnight for KS3. In Y7 to Y9 students work through an Activity Booklet which is a very practical mix of Computer Science and IT. At KS4 we offer GCSE Computer Science (AQA) and we typically have 60 to 75 students opting to study GCSE. At KS5 we offer A Level Computer Science (AQA) and we typically have 20 to 35 students opting to study A Level. Computer Science is one of the most popular options at degree level for our students.

Student achievement

Our Computer Science results are very strong at GCSE and A Level. Last year at KS4 80% of students achieved level 7 to 9. At KS5 we have regularly achieved ALPS Level 2. Both GCSE and A level results are available from the school website www.poolegrammar.com

Accommodation and resources

The department has five dedicated Computing suites that we use to deliver our lessons. The rooms are well equipped and maintained by the onsite Network Team. Each room has an Interactive Whiteboard.

Extracurricular

Each year we enter all KS3, KS4 and KS5 students for the Bebras Challenge. We also enter KS5 students for the British Informatics Olympiad Challenge. We also enter the First Tech Robotics Challenge. We have a team of 20 Sixth Form Computing Ambassadors who help with the smooth running of the computer rooms at lunchtime. We have strong ties with Bournemouth University and each summer we arrange a trip for Sixth Form Computer Science students to experience what life is like as an undergraduate. Each year we take part in the Computer Science in Action Day; this is an enrichment day that explores interesting and relevant topics in the world of Computer Science



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The Mathematics Department

Personnel

The Maths Department consists of a Head of Department, a Second in department, a KS5 Coordinator and seven other teachers in addition to this role. Most teachers are graduates in Mathematics or in a Mathematics-related subject and all share a passion for teaching Mathematics effectively and making it interesting for students. Subject knowledge and collaboration between teachers contribute significantly to the excellent ongoing professional development of all members of the Mathematics team. There is opportunity to teach both Mathematics and Further Mathematics at A level, with typical student take-up rates for Maths being 80 students and for Further Mathematics 30 students. There is also opportunity to become involved in the delivery of Core Maths, post 16, which is both a growing subject and very impressive in terms of results that students achieve. This post is suitable for an experienced teacher as well as those who are newer to the profession. There is a comprehensive support network within the department so significant professional development opportunities will be available.

Curriculum

The school operates on a fortnightly timetable and on a teaching allocation of five hours per class per fortnight for Years 7, 8 and 9. In Years 7 and 8, the classes are mixed ability as pupils remain in tutor groups for their lessons. However, it is important to note that in this school all students have very high ability. In Year 9, pupils are placed in sets according to their ability. The present system for setting, from Year 9 onwards, is that the six tutor groups are split into two blocks of four Mathematics classes. In each block, there are sets 1 and 2 which follow both the GCSE and the AQA FM level 2 courses. The other two sets in each block are mixed ability and focus on the GCSE course. All classes do the higher-level GCSE. This approach has led to excellent progress at Key Stages 3 and 4 due to the high teacher pupil ratio in the GCSE sets and the accelerated learning in sets 1 and 2.

The department follows the AQA Higher level linear course at KS4 and the AQA Level 2 Certificate in Further Mathematics as an additional course for set 1 classes. This means that around 70-80 students are able to take their Mathematics beyond GCSE by the end of KS4. The numbers of students who choose to study Mathematics or both Mathematics and Further Mathematics at A level are very healthy and five years ago we added Core Mathematics to our post-16 offer. As mentioned above, our students regularly achieve excellent results in this subject. Just over a hundred students regularly choose a post-16 course in Mathematics each year.

Student achievement

GCSE and A level results are available from the school website www.poolegrammar.com. Typically, we expect at least 80 students to gain a grade 8 or 9 at GCSE with 38 students gaining a 9 in 2022 and 45 an 8. In a typical year group of 180, a consistent 65% of students gain at least a grade 7 in Mathematics. In the AQA FM level 2 qualification, 44 out of 69 entries in 2022 achieved a grade 7 or better, with 33 of those gaining an A* (8) or above. At A level, 40 out of 66 entries gained grades in the A* to C range in 2022. The pass rate at A level in 2022 was 95%. Ensuring that students make an effective KS4 to KS5 transition remains an important aspect of our work year on year.

Accommodation and resources

The department has a suite of six dedicated Mathematics rooms, each equipped with a whiteboard and data projector. The smooth functioning of these rooms is well supported by our onsite Network Team.



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Extracurricular

These activities mainly take the form of UKMT Mathematics Challenges and Mathematics Conferences. We participate in the UKMT Individual and Team Mathematics Challenges at junior, intermediate and senior levels with typically 20% of entrants reaching later stages of the individual competitions. In Sixth Form, students have the opportunity to study for STEP, MAT and TMUA exams and attend courses run by the A.M.S.P.

The Post

We are looking for a teacher with an enthusiasm for Computer Science and Mathematics, and the post would suit both experienced teachers or those at an earlier stage in their career.

The successful candidate should complement and add value to two already high-performing teaching teams. They will have a passion for Computer Science and Mathematics and the skills to deliver these subjects in the classroom. Academic results, and the development of teaching, learning and assessment are all areas to which the successful candidate might contribute.

You will be a key member of two dynamic departments situated in an area of outstanding natural beauty with the Jurassic coast only a few minutes away. This is coupled with working in a school renowned for the friendliness of its staffroom and the potential of its pupils, where teachers and pupils share the learning experience and strive together for outstanding progress.

Further details of the school and department are available from the school website www.poolegrammar.com

Dr Amanda Smith
Headteacher
February 2024



Application procedure

Please visit www.poolegrammar.com and complete the online application form. Once submitted, you will receive an acknowledgement email.

If you are applying for the post on a part time job share basis, please make this clear in your application and confirm the minimum and maximum FTE you would be looking for.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form is available to download from our website. This can either be emailed to the HR Department at pgshrdept@poolegrammar.com or posted direct to the school. If you post your application, please contact the HR department at the above email address to confirm it has been received.

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in preview mode as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department.

Closing date for applications: 9am Monday 19 February 2024

Interviews: w/b Monday 19 February 2024

Informal discussions are encouraged. Please contact the HR Department to make an appointment at pgshrdept@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.