

RANELAGH SCHOOL



CURRICULUM LEADER Mathematics





Dear Colleague

Thank you for your interest in the post of Curriculum Leader Mathematics at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2015 judged us to be outstanding in all areas. This was our fourth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people can thrive. As such, we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. If you would like to apply, please submit your application using the form available on our website www.ranelagh.bonitas.org.uk

We look forward to hearing from you.

Yours sincerely

Mr Timothy Griffith
Headteacher



ROLE PROFILE

Job title	Curriculum Leader – Mathematics This post requires an enthusiastic, efficient and effective teacher who is able to manage and lead a team delivering excellence in teaching and learning and supporting the ethos and aims of the school within the specified curriculum area.
Salary range	MPR/UPR + TLR 1.3 - £12,476
Contract	Full time/Permanent
Accountable to	The post holder will be accountable to the Headteacher and be line managed by, and responsible to, the Assistant Headteacher/Deputy Headteacher with oversight of the specific curriculum area.
Job Purpose	<ul style="list-style-type: none"> • To teach mathematics to students in key stages 3, 4 and 5 • To manage and lead the curriculum team with enthusiasm and efficiency • To ensure that high standards of learning and achievement are attained • To ensure that school policies are being implemented
Safeguarding	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be willing to undergo screening, including checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service.

KEY FUNCTIONS OF THE ROLE

General responsibilities	<ul style="list-style-type: none"> • To undertake the general responsibilities of all staff • To implement the most recent Conditions of Employment issued by the Department for Education • To undertake such activities as can be reasonably expected by the Headteacher or his representative
Principal areas of responsibility	<ul style="list-style-type: none"> • To lead and manage teachers in the designated subject area in curriculum planning and the implementation of policy and agreed practice. • To undertake responsibility for the monitoring, reviewing and evaluating of provision and outcomes within the department. • To work with colleagues to ensure that teaching, learning and achievement are of the highest possible standard.
Key tasks	
Leadership and management	<ul style="list-style-type: none"> • To manage the departmental budget and allocation of resources. • To assist with the selection and appointment of candidates for interview. • To assist with the induction of new staff; to supervise mentoring and support for newly qualified and trainee teachers.

	<ul style="list-style-type: none"> • To collaborate with the member of SLT responsible for curriculum analysis/timetabling in order to ensure efficient deployment of all members of the department teaching team. • To maintain oversight of the performance of teachers in the department, providing support and challenge as appropriate. • To undertake the performance management and review of designated members of the department team in line with the whole school cycle of appraisal. • To plan and take responsibility for chairing and recording meetings. • To work with the department team to produce documentation in line with overall school policy and the requirements of the National Curriculum. Documentation should include: <ul style="list-style-type: none"> - departmental aims - policy statements - an annual development plan including targets - an annual review of progress against targets - prioritised departmental training and development needs - programmes of study. - To inform staff, students, parents, governors and the wider community about matters specific to the curriculum area as appropriate.
Teaching and learning	<ul style="list-style-type: none"> • To undertake routine monitoring of the quality of teaching and learning in support of the whole school cycle through <ul style="list-style-type: none"> - The review of student progress data - Scrutiny of students' work/books - Observations of classroom practice • To ensure that work for students in the subject area is sufficiently differentiated in order to promote progress and allow access for all
Assessment, monitoring and reporting	<ul style="list-style-type: none"> • To implement a cycle of assessment, recording and reporting in line with whole school policy and practice. • To monitor, review and quality assure that provision of assessment and reporting data across the department.
Professional training and development	<ul style="list-style-type: none"> • To recognise and undertake appropriate professional development to support your own effectiveness in role. • To contribute to the professional development of members of the department team through the provision of effective coaching and mentoring. • To ensure that, where appropriate, the provision of training for members of the department is aligned with whole school and departmental priorities.
Wider engagement	<ul style="list-style-type: none"> • To contribute to cross-curricular initiatives as appropriate. • To maintain the contribution the subject area makes to the wider curriculum available to students.

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Appropriate degree • Qualified Teacher Status 	

Knowledge and understanding	<ul style="list-style-type: none"> • A thorough working knowledge of teaching mathematics at key stages 3,4 and 5, including curriculum planning 	
Experience	<ul style="list-style-type: none"> • Experience in planning, reviewing and evaluating lessons • Experience in using a range of data to monitor and enhance progress • Experience of coaching and mentoring • Experience of department self-evaluation and development planning 	
Skills and attributes	<ul style="list-style-type: none"> • Outstanding classroom practice • Excellent oral and written communication skills • The ability to work collaboratively • The ability to use data to personalise learning 	
Strategic Development	<ul style="list-style-type: none"> • Ability to identify department priorities which support and enhance whole school development 	<ul style="list-style-type: none"> • Ability to make active contributions to whole school initiatives
Teaching and Learning	<ul style="list-style-type: none"> • The capacity to create an exciting, stimulating and safe learning environment 	
	<ul style="list-style-type: none"> • The ability to use a variety of teaching methods, styles and resources to generate learning opportunities which are challenging and engaging 	
Motivation and personality	<ul style="list-style-type: none"> • Commitment to equal opportunities • Commitment to the Ranelagh ethos • Team-player and ability to motivate and enthuse colleagues • Empathy • Initiative 	<ul style="list-style-type: none"> • Sense of humour
Other	<ul style="list-style-type: none"> • Disclosure and Barring Service Clearance • Willingness to enhance professional development 	

ETHOS AND AIMS OF RANELAGH SCHOOL

Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with churches at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

Aims

- 1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.
- 2 To enable each individual to develop confidence and self-esteem, and to encourage self-reliance, self-discipline and corporate responsibility both in school and in the wider community.
- 3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.
- 4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.
- 5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a lifelong process.
- 6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

Please send a completed application to
Mr T Griffith, Headteacher, Ranelagh School,
Ranelagh Drive, Bracknell RG12 9DA
enquiries@ranelagh.bonitas.org.uk

Please note CVs will not be accepted