



BICESTER LEARNING ACADEMY

APPOINTMENT OF HEAD OF NUMERACY ACROSS KS2-4 (TLR 2-2, £4267)

The Cooper School, Bicester, Oxfordshire, OX26 4RS





BICESTER LEARNING ACADEMY Background

Bicester Learning Academy is a multi-academy trust currently comprising The Cooper School and Glory Farm Primary School. The ambitions for the schools are high: that we should provide to all our students a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standards that reflect their full ability.

For more information, please visit www.bicesterlearningacademy.co.uk

THE COOPER SCHOOL Executive Headteacher- Mr Ben Baxter

Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives and House based teamwork and cooperation. Schemes exist not simply for students to help each other with reading or tutor each other for GCSE success but also to contribute to the wider community. Break and lunchtimes can often see the courtyard pictured filled with stalls selling cakes as fundraisers for chosen charities, stemming from issues that matter to the students themselves, for example.



In reality we are a successful and oversubscribed school with over 1300 students on roll, including a relatively new, thriving, oversubscribed sixth form with a stunning £4.5 million sixth form centre. We were rated as outstanding by OFSTED in 2011 and good with outstanding features in 2013 under the new framework. We have the results to prove it. Results at GCSE are strong in all key measures for both attainment and progress. Despite being a 'new' Post-16 provider, A2 results for 2015 put us in the top 25% of all schools nationally resulting in nearly 90% of our Y13 students gaining places at their first-choice universities. Our students are thriving. Working here is an opportunity to flourish as a professional. We 'grow our own' leaders.

We offer a full range of Continuous Professional Learning (CPL) opportunities, so whether you are an NQT, still early in your teaching career, Middle or Senior Leader you will be both encouraged and challenged to grow professionally. Many new staff are given the opportunity to take on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation. This is an immensely exciting time to join us, if we sound the right school for you. We have many opportunities ahead with the growth of Bicester and with the opportunities of being a new Multi-Academy Trust with the potential for growth in the near future. Most of all, however, it's an exciting place because we never stop working at getting better and better at what we do for our students. If we could be for you, I welcome your application to join us.

For more information, please visit www.thecooperschool.co.uk



GLORY FARM PRIMARY SCHOOL

Headteacher- Mr Ian Elkington

Glory Farm is an extraordinary school, where adults and children work together in a warm, exciting and stimulating environment. Pupils aged between four and eleven from our richly mixed catchment area are taught in mixed ability classes, working under the care and guidance of their own class teacher. We are proud of our learning environment, the equipment and facilities we offer, and the way in which the children use, enjoy and respect them.

Aims and Values

Our core aim is to help children to develop their full potential for the benefit of themselves and the rest of society.

At Glory Farm School we aim to support our children to:

- Spend each day together in learning, laughter and love.
- Develop their powers of reasoning and logical thought.



- Encourage them to make an unselfish, but rewarding contribution to the society in which they live and work, and to value the contributions of others.
- Promote the skills and knowledge of science and technology in an ever changing world.
- Stimulate their curiosity and imagination, and thereby foster creative expression.
- Help them to know, appreciate and respect their environment in relation to the school, the local community and the wider world.
- Assist them in learning to control their movement and to achieve mastery over themselves in all situations.
- Promote their spiritual, moral and cultural development to prepare them for the opportunities, responsibilities and experiences of adult life.

We believe that every child can achieve personal excellence- our task is to ensure that they all do. Our teaching acknowledges that every child is an individual by including whole class work, small group, individual and independent study. We aim to provide children with an education which equips them to take a full, active and confident part in society, while developing personal and social skills through learning and enjoying a broad range of subjects.

For more information, please visit
www.gloryfarmschool.co.uk



THE VACANCY

The Cooper School is now seeking an exceptional Teacher of Mathematics to lead on Numeracy across the curriculum for Key Stages 2, 3 and 4 within the Bicester Learning Academy. The successful candidate will have excellent teaching skills, the ability to inspire and motivate students to achieve outstanding results and have the desire to make a real difference to the Mathematics department and to the school as a whole.

The Mathematics department prides itself on being innovative and creative, placing high importance on maintaining a strong, collaborative and supportive teaching team and is ably supported by two dedicated Maths HLTAs.

For an informal discussion of the post please use the following contact:

Mrs Sally McMillian
Head of Mathematics
Tel: (01869) 242121
Email: smcmillan@thecooperschool.co.uk

Further details and an application form are available on the Academy website:
www.bicesterlearningacademy or please contact:

Miss Abbi Duddridge
Human Resources Manager
Tel: (01869) 362697
Email: recruitment@thecooperschool.co.uk

Closing date for receipt of applications: Tuesday 10th May at 4pm.

Interviews will be held in week 16th May 2016.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





THE MATHEMATICS DEPARTMENT

Staff currently in the Mathematics department:

- Mrs Sally McMillan – Head of Department
- Dr Sarah Gilbert- Second in Department
- Mr Sam Hoggard- Third in Department
- Mr Eric McGill
- Mrs Dawn Masters- Lead for Numeracy for Key Stages 2, 3 and 4
- Mrs Alice Llewelyn
- Mr Anderson Mutemerewa
- Miss Aine Carroll
- Mrs Louise Childs
- Mr Hossein Abaee
- Ms Helena Lynch (NQT)
- Mr L Slevin
- Mrs Sara Davies (HLTA)
- Mrs Judith Byfield (HLTA)

Curriculum share

- 1 period is 60 minutes long
- Year 7 & 8 currently receive 6 periods of Mathematics per fortnight.
- Year 9 & KS4 receive 7 periods a fortnight, KS5 8 periods a fortnight
- Groups are currently taught in mixed ability in Year 7 and broad setting occurs from Year 8 onwards
- Key Stage 4 students are following the new AQA GCSE mathematics course. We also offer entry level mathematics.
- Our sixth form students follow the MEI OCR A Level Course. Students also have the opportunity to study Further Mathematics
- We offer the opportunity to do GCSE re-sits in the sixth form

Resources

- Projectors in every classroom
- KS3, KS4 and KS5 text books
- Departmental webcams
- Interactive tablets
- Class set of Chromebooks (30)
- The mathematics department subscribes to several maths websites including MEI's A Level support website "Integral".

Note: Students are expected to have their own scientific calculators for study



Inclusion

The Mathematics department has its own HLTA's - Mrs Sara Davies and Mrs Judith Byfield. They are responsible for the coordination of the support of AEN and PPF students and also carry out small class intervention and some administrative tasks. Teaching Assistants may also support various students in Mathematics throughout their school career.

Cross-curricular work and citizenship

- As Lead for Numeracy across KS2-4, Dawn Masters currently co-ordinates opportunities for Numeracy across the curriculum. This is an area we are keen to develop further through the use of our Maths Ambassadors and Leaders scheme.
- Citizenship is addressed through the scheme of work.

Discipline

The department strongly believes that learning can only take place in a calm and disciplined environment. When a student's behaviour requires disciplinary measures colleagues use the school penalty system.

Absentees

All colleagues must register their groups at the beginning of lessons and check and follow up on any suspicious absences.

Health and safety

The Head of Department is the link person over such issues. Anything causing concern should be addressed to her, in the first instance.

Equal Opportunities

All students and staff are treated with equal respect and consideration.

April 2016



JOB DESCRIPTION

Lead for Numeracy across the curriculum for Key Stages 2, 3 and 4

Job Title: Lead for Numeracy across the curriculum for Key Stages 2, 3 and 4 (TLR 2-2, £4,267)

Job Purpose: To take the lead in ensuring consistency and excellence in the delivery of Numeracy across the curriculum in Key Stages 2, 3 & 4 in accordance with school policies and in pursuit of the highest standards of student achievement.

Responsible to: Head of Mathematics

People managed by this post holder: None

General responsibilities:

- To regularly audit the Numeracy content of other subject areas across KS3 & 4 and to co-ordinate the use of common language and approaches to the appropriate topics.
- To form a strong working relationship with Glory Farm primary school (and other feeder schools/ future federated schools) and to co-ordinate teacher support; observations; team teaching and transition projects.
- To carry out/ initiate specific Numeracy tasks, including curriculum development, as agreed with the Head of Department and the Senior Leadership Link Manager

Objectives:

- To raise the profile of Numeracy within The Cooper School.
- To increase staff competence, confidence and enthusiasm in the teaching of Mathematics across the curriculum.
- To promote interest in and enjoyment of the study of Mathematics at all levels.
- To establish & maintain a mutually beneficial relationship with our Federated primary school(s) to ensure high quality and consistent delivery of KS2 Numeracy.



Main areas of Responsibility:

- Establish where Numeracy topics appear in the curriculum across other subject areas in Key Stages 3 & 4 and ensure consistent approaches to their delivery.
- Work with other departments to increase the Numeracy content of wall displays in other subject areas.
- Take responsibility for managing and developing our Maths Leaders & Ambassadors programme, utilising the student body to assist in increasing the profile of mathematics across the school curriculum.
- Set up and run a lower school homework support session once a week.
- Liaise closely with HOD, 2nd & 3rd in department and Maths HLTAs over Schemes of Work and intervention strategies with disadvantaged students.
- Develop cross-curricular and/ or cross-Key Stage enrichment opportunities with a Numeracy theme.
- Manage and deliver form time Numeracy materials as required.
- Where possible in Key Stage 4, co-ordinate timings of topic delivery in Maths and other subjects to improve cross-curricular links and student understanding of them.
- Work with teachers of KS2 Numeracy to improve collaboration over teaching methods, language and techniques at KS2/3.
- Facilitate a smooth Mathematical transition for students in Year 6
- Support teachers of KS2 Numeracy on matters such as More Able Students and students who are working below the expected level.

Key Tasks:

Curriculum

- Contribute to schemes of work and teaching methods for the teaching of Mathematics.
- Develop a collection of exemplar material for common topics across other subject areas at KS3 & 4.
- Gain a good understanding of the new Mathematics curriculum at KS2 and advise the members of the mathematics department to ensure continuity for student transition to Yr 7.

Staff Development

- Provide structured support for non-Mathematics colleagues to aid delivery of Numeracy topics across the curriculum.
- Provide support for teachers of KS2 Numeracy
- Undertake appropriate self-professional development in order to maintain effectiveness. Be aware of subject developments and inform colleagues.
- Be prepared to provide expertise to assist in the development of NQTs and interns within the department.

General

- Provide reports to and advise the Head of Department on all matters relating to the Numeracy across Key Stages 2, 3 & 4
- Develop Maths Ambassadors and Maths Leaders to support the work done by the Lead for Numeracy.



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

In addition to the application form, we also require a letter of application, which should be a maximum of two sides of A4 paper.

This letter should be addressed to Mr Ben Baxter, Executive Headteacher. It should set out how your experience to date makes you a suitable candidate for the position, what you will bring to the school and how you would help further contribute to an outstanding department.


Email :recruitment@thecooperschool.co.uk

or by post to:

HR Manager
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS





	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.


Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.