



# JACK HUNT SCHOOL

A Specialist Language and Sports College



Bradwell Road, Peterborough, PE3 9PY  
Tel: (01733) 263526  
web: [www.jackhunt.net](http://www.jackhunt.net)  
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Headteacher: Mr J Hebblethwaite  
Deputy Headteacher: Ms A M Ford

## CURRICULUM AREA LEADER (Head of Department) MATHEMATICS (TLR1b)

For a truly outstanding candidate there is the possibility of membership of the Extended Senior Leadership Team at L10

We are seeking to appoint an experienced teacher aspiring to becoming a Curriculum Area Leader and who has taken steps to develop their potential in this regard. Required for September 2023 or sooner, a well-qualified and enthusiastic teacher to join a successful and well-resourced curriculum area. If appointed, you will lead a department that is forward thinking and innovative; and is committed to collaborative working.

Maths GCSE results are among the best in the school. 4+ 74% and 5+ 50%, Progress score 0.37. Maths and Further Maths are popular subjects post-16 and results are consistently high.

The successful candidate will be required to teach Key Stage 5. Courses offered are AQA GCSE, AQA 'A' Level and Further Mathematics.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

*The Governing Body of Jack Hunt School and the Board of Trustees are committed to safeguarding and promoting the welfare of children and young people.*

*For further details and to complete an online application visit [www.PKAT.co.uk/vacancies](http://www.PKAT.co.uk/vacancies)*

**Closing date: Thursday 12 January 2023 at 9.00 am**



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



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Headteacher: Mr J Hebblethwaite. Deputy Headteacher: Ms A M Ford

### Welcome Letter from the Headteacher

December 2022

Dear Applicant

#### Application for post of Curriculum Area Leader (Head of Department)- Mathematics

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care. At Jack Hunt School we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students.

Jack Hunt School is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic House system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behavior and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt School. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt School could be for you, we would love to receive your application.

Yours sincerely

Jon Hebblethwaite,  
Headteacher





## MATHEMATICS CURRICULUM AREA

The Mathematics Curriculum Area is a closely knit team, its members highly supportive of one another and committed to encouraging and helping students to achieve their potential. Mathematics is taught by a team of 15 teachers. The responsibility structure is built around:

- Curriculum Area Leader (Head of Department)
- 2x Deputy Curriculum Area Leader
- TLR holders x 1

A HLTA is employed to support in lessons and to run workshops at lunchtime/after school.

The curriculum area consists of 11 spacious and well-equipped rooms. All of the rooms have interactive whiteboards. There is a well-furnished staff room and work room within the Mathematics Curriculum Area.

Curriculum area meetings are held regularly to consider school and curriculum area issues, including the curriculum and how it is taught. The curriculum area is overseen by a member of the Senior Leadership Team (SLT).

The curriculum area currently follows the White Rose scheme of work for year 7 - 11. Foundation GCSE students sit the Edexcel exam board and Higher students sit AQA.

Students are taught in ability sets from the start of Year 7. This grouping is flexible and movement between classes does occur, based on teacher recommendation as well as class and assessment results. Students in years 10-13 have ipads and use of them in lessons and home is embedded across the department. Homework for year 7-11 is set centrally on Sparx.

In the Sixth Form about 35 students currently study courses leading to AS Level or A2 Level in both Mathematics and Further Mathematics. The AQA A Level syllabus is taught.

Examination results in 2021 were:-

<b>GCSE</b>	9	8	7	6	5	4	3	2	1	U
(No of students)	9	12	22	27	51	61	48	42	20	3
<b>A Level</b>	A*	A	B	C	D	E	U	-	-	
(No of students)	3	2	2	3	1	1		-		

The curriculum area has achieved notable success in the Maths Challenge organised through the Mathematics Association. Good success has been achieved by students at Junior, Intermediate and Senior levels. Recently, some students have been invited to participate in the British Mathematics Olympiad.

There are many cross-curricular activities taking place within this curriculum area. In particular the department had devised activities carried out in conjunction with PE and sport, and there is also a trip to the University of Cambridge for Sixth Form students to see a specialist Maths lecture set in the context of college life.

# **Peterborough Keys Academics Trust**

## **JOB DESCRIPTION**

*The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Post:** Curriculum Area Leader (Head of Department) – Mathematics

**Allowance:** TLR 1b (L10 for right candidate)

**Accountable to:** Headteacher / Deputy Headteacher

**Date reviewed:** November 2019

The following job description refers the main duties and accountabilities of a Curriculum Area Leader. In respect of these duties the Curriculum Area Leader is accountable to and supported by the Senior Leadership Team (SLT) link person.

### Purpose of Job

The role of the Curriculum Area Leader is to ensure that high quality teaching and learning are promoted and supported within the Curriculum Area to ensure all students can achieve their potential.

#### **1. Teaching, Learning and Standards**

The main accountabilities are to:

- ◆ lead curriculum development and assessment within the curriculum area
- ◆ ensure that the National Curriculum and elements of the appropriate cross-curricular themes are delivered effectively
- ◆ ensure the production, evaluation and revision of schemes of work and subject syllabuses to meet the needs of each individual student
- ◆ use attainment data provided by the school (SATs, NFER, SIMS, 4MATRIX, ALPS and Connect) to monitor the progress of students taught in the Curriculum Area. Ensure that effective use is made of the data to set targets for achievement in the department
- ◆ monitor the progress of students and identify underachievement ensuring programmes of support are in place to maximise the potential of all students
- ◆ Monitor the progress and attainment of Pupil Premium students to ensure the department is closing the gap
- ◆ ensure that individual learning targets are set for all students
- ◆ ensure that classroom expectations are enforced across the Curriculum Area and that the Positive Behaviour Policy and Rewards Policy to support learning are implemented

- ◆ monitor and sample the quality of reports to parents written for the department
- ◆ monitor and evaluate teaching and learning in accordance with the school policy, including classroom observation and sampling of student work
- ◆ liaise with Learning Support Leader to ensure access and equality of opportunity for all students
- ◆ ensure a prompt response to parental enquiries about individual student progress within the Curriculum Area
- ◆ liaise with other subject areas on issues of common curricular concern
- ◆ collaborate with partner primary schools to ensure progression in learning.

## 2. **Improvement Planning, Monitoring and Evaluation**

The main accountabilities are to:

- ◆ actively promote the school's aims and values within the Curriculum Area
- ◆ prepare an annual raising attainment plan and staff development plan for the Curriculum Area in accordance with the school planning cycle and taking into account the school's Strategic Intents and School Raising Attainment Plan
- ◆ implement, monitor and evaluate the impact of improvements outlined in the school and Curriculum Area Raising Attainment Plan
- ◆ provide a termly performance report on the Curriculum Area for the Headteacher
- ◆ meet periodically with the Link Governor for your Curriculum Area
- ◆ chair curriculum area meetings and attend Team Leader meetings in accordance with the published schedule
- ◆ actively contribute to the school's procedure for self evaluation.

## 3. **Leading and Managing Staff**

The main accountabilities are to:

- ◆ lead, manage and co-ordinate the work of the Curriculum Area team and encourage the process of team building
- ◆ allocate teachers to teaching groups and manage staff in the Curriculum Area
- ◆ monitor staff absence within the Curriculum Area and provide appropriate support and guidance
- ◆ oversee and support the professional conduct of Curriculum Area staff. Monitor and advise staff on appropriate professional conduct
- ◆ induct new staff to the department including newly qualified teachers in accordance with school policy and to oversee the work of initial teacher trainees as appropriate

- ◆ represent department views through attendance at appropriate meetings and provide appropriate feedback
- ◆ meet formally with the link SLT member at least on a termly basis
- ◆ ensure the school's Performance Management Policy is implemented for all Curriculum Area staff
- ◆ to participate in relevant courses related to the role of Curriculum Area Leader and keep abreast of current or new developments in the subject and the curriculum
- ◆ actively encourage and assist members of the department team in their own professional development, recognising their training needs.
- ◆ organise, chair and arrange for the recording of meetings of the Curriculum Area team according to the agreed school schedule. Ensure that minutes of meetings are circulated to team members and the SLT link member
- ◆ actively encourage and assist members of the department team in their own professional development
- ◆ participate in the selection and appointment of teaching and support staff to the Curriculum Area and to contribute to references for staff
- ◆ ensure that cover work is provided for classes when staff are absent and support the work of Class Supervisors / cover teachers within the Curriculum Area
- ◆ ensure that school policies are implemented by all staff within the Curriculum Area.

#### 4. **Efficient and effective deployment of resources**

The main accountabilities are to:

- ◆ ensure and oversee ordering, maintenance and accountability for the teaching and learning resources within the department
- ◆ ensure the care of rooms and other spaces, including furnishings and fittings, in the Curriculum Area
- ◆ ensure the school's Health and Safety Policy is implemented and monitored in the Curriculum Area including appropriate risk assessments when necessary
- ◆ ensure that all classrooms and corridors in the Curriculum Area have displays of material including students' work which is regularly updated
- ◆ manage the department budget effectively
- ◆ maintain and regularly update the Curriculum Area inventory of equipment and audit on an annual basis.

## 5. **Other Accountabilities**

- ◆ ensure a programme of extra-curricular takes place throughout the year.
- ◆ undertake Senior Staff Duty for one hour per week as part of the published rota.

This job description will be reviewed periodically.

### Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the 'Conditions of Employment of School Teacher' schedule 3 of the Teachers Pay and Conditions Act 1996, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.



## **APPOINTMENT OF CURRICULUM AREA LEADER (HEAD OF DEPARTMENT) MATHEMATICS**

(TLR 1b £10,711) For a truly outstanding candidate there is the possibility of membership of the Extended Senior Leadership Team at L10

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **The Post**

We are seeking to appoint an experienced teacher with an excellent track record of improving results who will lead our Mathematics Curriculum Area into its next phase of development.

If appointed you will, besides teaching Maths, join a House team in the school and have responsibility for a Tutor Group. A generic job description for a Curriculum Area Leader is on the website.

### **Pay and Conditions of Service**

Teachers are employed at the school under the pay structure and conditions of service agreed nationally and as set out in the 'School Teachers Pay and Conditions Document 2022'. The Trustees have their own pay policy in line with this document.

The successful applicant will be registered with the Teaching Regulation Agency (TRA) and will be contracted to the Teachers Superannuation Scheme unless he/she opts out.

The Trustees of the school fully recognise the teacher associations and unions and a mechanism is in place for consultation with Union representatives on relevant issues.

If you are appointed to a teaching post, it will be on the understanding that you are prepared to undergo a Enhanced DBS check and if necessary, a medical examination.

### **Application Procedure**

To apply you will need to go the Vacancies Page on our trust website [www.pkat.co.uk/vacancies](http://www.pkat.co.uk/vacancies) and click on the relevant post and then click on apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed in the table below and commenting on:

- Why the position of Curriculum Area Leader (Head of Department) Mathematics attracts you and indicate what experience and skills you could bring to the role.

Closing date is Thursday 12 January 2023 at 9.00 am.

Thank you in advance for your application. If you have had no response by Friday 20 January 2023, please assume that on this occasion your application has not been successful. We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted. However, I hope you will obtain a suitable appointment in the very near future.





## Job Specific Information

### Person Specification

Attributes	Essential	✓ Desirable	✓ How Assessed
1. Qualifications and Training	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Graduate</li><li>• Evidence of preparation for a management post</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li></ul>
2. Experience	<ul style="list-style-type: none"><li>• Evidence of successful and effective teaching to the secondary age group</li><li>• Experience and understanding of teaching a wide range of ability including SEN and Gifted and Talented</li><li>• Experience of teaching GCSE and AS/A2 Level or equivalent</li><li>• Experience of implementing systems and processes to monitor and evaluate learning and teaching</li><li>• Experience of successful strategies for the raising of student achievement/attainment over time</li><li>• Experience of strategies for the effective management of students</li><li>• Experience of working successfully with partners in the local community</li><li>• Experience working with parents and external agencies</li></ul>	<ul style="list-style-type: none"><li>• Post-16 experience and understanding of lifelong learning principles</li><li>• Experience of a multi-cultural school</li><li>• Experience of a large 11-18 school</li><li>• Experience of leading policy development and implementation</li><li>• Experience of Performance Management</li><li>• Awareness and commitment to achieving key targets within the 14-19 local and national agenda</li><li>• Experience of evaluating the quality of learning/teaching using Ofsted criteria</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li><li>• Interview</li><li>• Teaching task</li></ul>
3. Knowledge and Understanding	<ul style="list-style-type: none"><li>• Ability to lead and work in a team</li><li>• Secure subject knowledge</li><li>• Ability to motivate staff and students and to convey enthusiasm for learning and teaching</li><li>• Keep abreast of subject developments</li><li>• Understanding of equal opportunities issues in schools</li><li>• Knowledge and understanding of how to enhance literacy, numeracy and ICT in teaching</li></ul>	<ul style="list-style-type: none"><li>• Awareness of the importance of Specialist School ethos</li><li>• Sound knowledge of national policies and developments in education</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li><li>• Interview</li><li>• Teaching task</li></ul>



## Job Specific Information

Attributes	Essential	✓ Desirable	✓ How Assessed
4. Skills and Personal Qualities	<ul style="list-style-type: none"><li>• Enthusiasm, ambition and vision</li><li>• Commitment to raising achievement, attainment and aspirations of students</li><li>• Personal and professional commitment to the philosophies of the school</li><li>• Able to communicate effectively orally and in writing</li><li>• Ability to form good relationships with students, adults and parents</li><li>• Proven classroom management skills</li><li>• Ability to work collaboratively within a team</li><li>• Ability to be well organised and efficient including completing agreed tasks within set timescales</li><li>• High level of interpersonal skills</li><li>• Sound ability to use ICT packages and systems</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li><li>• Interview</li></ul>