|  |
| --- |
|  |
| **DIRECTOR OF MATHS**  **STOCKSBRIDGE HIGH SCHOOL**  **RECRUITMENT PACK**  \\hgrfile01\staffdata$\ngregory\Downloads\Logo in JPG (1).jpg |
|  |

**CONTENTS**

**1 Letter from Chief Executive – Anne Quaile**

**2 Minerva Learning Trust**

**3 Letter from Headteacher – Adrian Smith**

**4 Job Description**

**5 Person Specification**

**6 Applying for the post**

**LETTER FROM THE CHIEF EXECUTIVE – ANNE QUAILE**

Dear Candidate

Thank you for your interest in this role within the Minerva Learning Trust.

The Trust was established in October 2014 and is currently supporting the education of around 5000 pupils across our four schools; Handsworth Grange Community Sports College, Stocksbridge High School, High Storrs School and Ecclesfield School.

We resolutely believe that we are stronger together and that each school within our Trust has individual strengths to be shared and celebrated. Our aim is for all schools within the Trust to become ‘outstanding’.

Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. Inclusion is very important to us. We do not allow disadvantage to be a barrier to learning and we support all of our pupils to be the very best. Our pupils show a high level of care for each other and respect each other’s diversity.

The Trust recognises and values the contribution made by our employees in delivering this vision. Through collaboration, our employees have opportunities to share practice, develop their skills and provide a high standard of teaching and learning to our pupils.

If you believe you have the passion, skills and ambition to support our aims and deliver the very best for our pupils then we look forward to receiving your application.



Anne Quaile

Chief Executive – Minerva Learning Trust

**MINERVA LEARNING TRUST**

Our Schools:

* Ecclesfield School
* Handsworth Grange Community Sports College
* High Storrs School
* Stocksbridge High School

Our vision is simple, together we provide schools that are welcoming and caring.

The education environment is one which is purposeful and allows for high quality teaching and learning to take place. We will unlock the individual potential that exists within every pupil and will aim to give them a strong learning experience that is supported by pastoral systems which bring together the full educational experience into one which will nurture them through a pathway to the world of work and adulthood.

Each of our schools holds strengths that serves the needs of the pupils and the school community. As a group, we learn from each other, sharing outstanding practice and creating innovative approaches to the teaching and learning. This, together with application of the same within our overarching business operations will see the development of robust, operationally effective organisation.

Professional development is at the heart of growing strong, sustainable teams. Individuals should be empowered to deliver and in doing so they are encouraged to engage with owning their professional contribution to school life. This will be delivered through the development of an extensive CPD portfolio offer for the MAT.

Minerva Learning Trust will:

* Have a significant impact on the young population of Sheffield City by providing

high quality education provision;

* Ensure quality leadership and management exists across all schools and,

empower leaders to drive school improvement;

* Ensure quality teaching which focuses on a commitment to the learner;
* Provide broad and balanced curriculum which secures literacy and numeracy

levels to support pupils in life after school;

* Ensure the needs of disadvantaged learners are embedded in the work we do and

therefore seeing engagement and raising aspirations for those learners;

* Enrich the learning experience by wider opportunities for pupils outside of the

classroom

Further information about the Trust can be found on our website [www.minervalearningtrust.co.uk](http://www.minervalearningtrust.co.uk)

**LETTER FROM THE HEADTEACHER – ADRIAN SMITH**

Dear Candidate

This is an exciting time to be joining Stocksbridge High School. The schools governing body and myself unanimously agreed to join the Minerva Learning Trust during the last academic year. We sought a home for our community school that shared our values and valued the points of difference in schools. Our Trust (and the school) will continue to focus upon developing our staff to ensure that we continue to improve the quality of education for children in Sheffield.

Our school has undergone change in recent years, building a clear ethos through the development of our house system, changes to leadership and restructuring of our curriculum. We are proud to be a smaller than average secondary school, where staff and students feel a keen sense of belonging our school, rooted in its community.

I, along with governors and staff know that we are still on a journey to improve the outcomes for students at our school. Whilst there have been improvements, we are clear that this process must continue to accelerate. We are delighted that our partnership with the trust is providing significant support in enabling this to happen.

This appointment is another step in building the capacity to enable this to happen. The successful candidate will lead a Maths team committed to the process of improvement. They will have a clear vision for the teaching of Maths. They will also add capacity to leadership with a growing portfolio over time. This portfolio will be negotiated with myself following appointment, but a clear initial focus in outcomes in Mathematics will be their priority.

I am proud to lead this school and its staff and students. The successful candidate will be given my full support in developing as a leader and driving outcomes within Maths.

I would welcome the opportunity meet candidates during the application process and requests to do so and to visit our school would be valued. Please contact my PA, Hannah Taylor ([htaylor@stocksbridgehigh.sheffield.sch.uk](mailto:htaylor@stocksbridgehigh.sheffield.sch.uk) or on 01142883153) to make arrangements.

Z:\My bits and pieces\Training and briefings attended\unnamed.png

Adrian Smith

Headteacher

Stocksbridge High School

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minerva Learning Trust**  **Job Description** | \\hgrfile01\staffdata$\ngregory\Downloads\Logo in JPG (1).jpg | |
| ***Minerva Learning 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 TITLE** | DIRECTOR OF MATHS | | |
| **LOCATION** | STOCKSBRIDGE HIGH SCHOOL | | |
| **SALARY RANGE** | L7 TO L11 | | |
| **RESPONSIBLE TO** | HEADTEACHER | | |
| **RESPONSIBLE FOR** | THE LEADERSHIP, MANAGEMENT AND PERFORMANCE OF ALL STAFF WITHIN THE MATHS DEPARTMENT | | |
| **PURPOSE OF THE JOB** | STRATEGIC DEVELOPMENT AND LEADERSHIP OF THE MATHS DEPARTMENT. RESPONSIBLE FOR LEADING, DEVELOPMENT AND IMPROVING THE QUALITY OF TEACHING, PUPIL PROGRESS AND ACHIEVEMENT AND DAY TO DAY MANAGEMENT WITHIN THE SCHOOL. | | |
| **JOB DESCRIPTION FOR THE POST OF:** DIRECTOR OF MATHS  **SPECIFIC DUTIES AND RESPONSIBILITIES** | | |
| The post holder must, at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies. | | |
| **Key Responsibility Areas:**   * To work as part of the Leadership Team providing strategic leadership of the school specifically within Maths. * To drive improvement and hold members of the Department to account for the quality of their teaching and pupil progress. * To ensure pupils make progress in relation to appropriately challenging targets using local and national data. * To support the Headteacher and Deputy Headteacher in the day to day running of the school and undertake agreed responsibilities to support the delivery of teaching and learning, management of employees and behaviour of pupils. | | |
| **Leadership and management** | | |
| 1. To provide strategic support to the Headteacher and Deputy Headteacher in the management of the school on a long term and day to day basis. 2. To provide strategic leadership for the development and management of the Maths Department. 3. To line manage staff within the Maths Department ensuring appropriate support, challenge and development is provided to enable the delivery of quality teaching and learning. 4. To manage the Department’s capitation, resources, development and staff deployment in line with the Trust and School’s development plans. 5. To keep abreast of local and national developments in the teaching of Maths and utilise this knowledge to continuously improve provision within the school. 6. To guide, advise and actively support colleagues in their management of pupil behaviour within the school and their classroom. 7. To work collaboratively with colleagues within the School and wider Trust to contribute to strategic planning and production of the School SEF. 8. Liaise with appropriate colleagues to ensure that authorised Maths activities both on and off the premises meet all health and safety requirements. 9. Attend meetings of the Senior Leadership Team, Local Governing Body and other bodies as appropriate to represent the interests of the School and the Trust. | | |
| **Management of Teaching and Learning** | | |
| 1. Setting, demonstrating and maintaining high standards of teaching and learning across the age and ability range within the Maths Department. 2. Support the work of other subject leaders and TLR holders in ensuring that teaching across the school makes a significant and substantial contribution to the development of pupil literacy levels. 3. To lead the teaching of Maths within the school and contribute to the teaching of other subjects as may be reasonably directed by the Headteacher. 4. To develop a curriculum which is relevant and up to date in line with assessments/examinations and engages all pupils positively in the subject area. 5. Monitor and evaluate the quality of teaching and standards of learning and achievement for pupils, including those with special educational or linguistic needs, in order to set and meet challenging and realistic targets for improvement. 6. Work with colleagues in the Department to identify and plan appropriate interventions by using assessment and performance data. 7. Develop and enhance the teaching practice of others and ensure high standards through the establishment and implementation of strategies to monitor, evaluation and improve the quality of teaching through constructive feedback, self-evaluation, work scrutiny and planning. 8. Ensure the provision of a high quality learning environment within Maths which provides a safe and supportive structure for pupils. | | |
| **Pupil and parental engagement** | | |
| 1. Make explicit to pupils, parents, teachers and the wider community the school’s high expectations that all pupils can succeed. 2. Take opportunities to create and maintain an effective partnership with parents and the wider community, including business and industry, to support and improve pupils’ achievement and personal development. 3. Developing and supporting partnerships with parents e.g. ensuring appropriate and early contact and liaison, facilitating parental support and involvement, reinforcing school expectations, homework policy and examination requirements. 4. Actively participate in the planning and delivery of transition arrangements with primary partners and post-16 providers. | | |
| **Whole school** | | |
| 1. To act as a role model of good practice for other teachers within the Department and across the school e.g. professional conduct, in teaching and learning, in management of pupil behaviour and relationships with colleagues both in and outside of school. 2. To lead or contribute towards additional tasks or strategies related to school improvement plans as agreed with the Headteacher. | | |
| **General** | | |
| 1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body. 3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions. | | |
| **ISSUE DATE: SEPTEMBER 2018** | | |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  |  | \\hgrfile01\staffdata$\ngregory\Downloads\Logo in JPG (1).jpg |
| **MINERVA LEARNING TRUST PERSON SPECIFICATION**  **DIRECTOR OF MATHS** | | |
| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT**  **(Application Form, Interview, Assessment, References)** | |
| **QUALIFICATIONS/KNOWLEDGE** | | |
| * Good relevant degree and QTS * Evidence of commitment to CPD to support areas of the job role * Extensive knowledge and understanding of the current issues in Maths education | * Application Form * Application Form * Application Form/Interview | |
| **SKILLS/EXPERIENCE** | | |
| * Proven record of excellent classroom teaching to at least GCSE level * Demonstrable evidence of raising and sustaining attainment through successful leadership/management experience * Extensive use of student performance data to inform classroom teaching * Experience of one or more middle leadership positions within maths in a secondary setting * Record of success in effective and efficient team management * Experience of managing resources effectively * Experience of identifying and leading improvements in the maths curriculum and managing change * Experience of preparing and presenting reports to leadership team, staff and Governors * Ability and confidence to coach and mentor staff and tackle underperformance * Experience of leading and supporting teams including performance management * Experience of working successfully with external partners and other agencies * Ability to inspire confidence in and establish excellent relationships with pupils, teachers and parents * Excellent communication, planning and organisational skills * Commitment to safeguarding and promoting the safety and welfare of young people | * Application Form, Interview and Assessment * Application Form, References, Interview and Assessment * Application Form, Interview, Assessment * Application Form, Interview, References * Application Form, Interview, Assessment, References * Application Form, Interview, Assessment, References * Application Form, Interview and References * Application Form, Interview and References * Application Form and Interview * Application Form, Interview and Assessment * Application Form, Interview and References * Application Form, Interview and Assessment * Application Form, Interview and References * Application Form, Interview | |
| **WORK RELATED CIRCUMSTANCES** | | |
| * Ability to manage working hours flexibly to meet the demands of the role * Willingness to undertake further development * Willingness and ability to travel to other work locations within the Trust and other venues | * Application Form and Interview * Application Form and Interview * Application Form and Interview | |

|  |
| --- |
| **ISSUE DATE: SEPTEMBER 2018** |

**APPLYING FOR THE POST**

Applications should be made by completing the Minerva Learning Trust Leadership Application Form in detail. If you submit a covering letter this should be no more than two sides of A4 in length. CVs and Sheffield City Council application forms will not be considered.

Completed application forms should be e-mailed to the school via Hannah Taylor, the Headteacher’s PA via [htaylor@stocksbridgehigh.sheffield.sch.uk](mailto:htaylor@stocksbridgehigh.sheffield.sch.uk) or by post to Stocksbridge High School, Shay House Lane, Sheffield, S36 1FD.

Visits to the school to meet with the Headteacher are welcomed and can be arranged by contacting Hannah Taylor as above.

Applications should arrive no later than **9am on Monday 28 January 2019.**

The interview process will take place on **Wednesday 30 January 2019** and details of the arrangements will be sent to all shortlisted candidates.