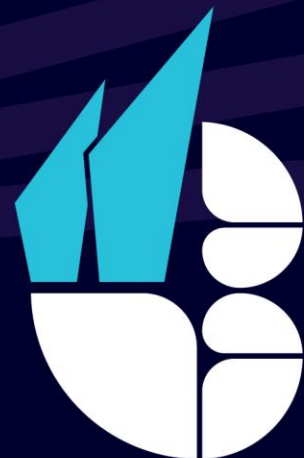


Leader of Mathematics

Caister Academy

September 2021



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the role of **Leader of Mathematics at Caister Academy**.

This is an exciting opportunity for a dynamic and inspiring leader to join Caister Academy. The successful candidate will lead a hard-working team of subject specialists, keen to bring mathematics education in line with other exceptional areas of the school. They will be supported in their task by a second in department, senior leaders, a Trust wide network of collaborative middle leaders and a friendly and welcoming staff.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just north of Great Yarmouth. It is well regarded for excellence in literature and performing arts, with aspirations to lead nationally in all areas. As part of Creative Education Trust, we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level.

We are looking for a leader who:

- Has a **passion** for education and a special gift of communicating that passion.
- Is innovative, self-motivating and able to **inspire** others.
- Has the ability to teach **outstanding** lessons across the age and ability range.
- Has the **highest expectation** for the attainment of all young people.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network.

For further details, or an informal discussion about the role with the Principal, Ben Driver, please contact Ruth Woods, HR & Business Support Officer at ruth.woods@caisteracademy.org.uk.

Application packs are available for download at www.caisteracademy.org.uk/vacancies/. For more information on Creative Education Trust visit www.creativeeducationtrust.org.uk.

Closing date: 9.00am Monday 19 April

Interviews: Thursday & Friday 22 & 23 April

I look forward to receiving your application.

Yours faithfully,

Ben Driver – Principal Designate

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience, and developing practical skills that prepare pupils for their transition to adult life and employment.

Our aims for our students are to:

- + Raise their attainment in exams and tests through outstanding teaching
- + Make them intellectually curious with a sense of confidence
- + Increase their participation in HE, FE and apprenticeships
- + Ensure they have employable skills and attitudes
- + Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- + Organisational effectiveness
- + Financial efficiency
- + Partnership & recognition of local identity
- + Respect for autonomous leadership
- + Quality not quantity
- + Promoting practical creativity



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ABOUT CAISTER ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in the village Caister-on Sea on the outskirts of Great Yarmouth and bordering on The Norfolk Broads. The school is located on the coast, with the beach being 500m away and an exciting wind turbine project on our doorstep.

Since September 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

Caister Academy joined Creative Education Trust in March 2015. The Academy network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.



Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018

Leader of Mathematics

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

SALARY

To be confirmed

THE ROLE

The core purpose of the Leader of Mathematics is to lead the staff within their subject areas to ensure excellence across their areas of the Academy.

ORGANISATIONAL RELATIONSHIP

The post holder is responsible to the Senior Leadership Team link for the department.

The post holder will line manage teaching and support staff across the department.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

STRATEGIC DIRECTION AND DEVELOPMENT

- Promote and uphold the values and ethos of Creative Education Trust in the school, such that the highest achievements are expected from all members of the community.
- Formulate, devise and agree plans to achieve excellence in the Team.
- Lead and manage successful change across the school.

LEADING TEACHING AND LEARNING

- Take responsibility for rapidly raising academic standards and ensure the highest standards of learning outcomes.
- Ensure the provision of a high-quality, relevant, and dynamic curriculum within Creative Education Trust's curriculum framework that matches the needs of all pupils

- Promote and develop excellence in Teaching and Learning, ensuring a continuous and consistent academy-wide focus on pupils' progress and development (moral, spiritual, physical and social as well as academic).

- Drive innovation in the department, ensuring the academy is able to respond to a changing external environment and that the skills, learning and aspirations of children and young people are developing and enhanced at all key stages.

- Ensure the consistent implementation of robust tracking and monitoring systems that accurately identify and evidence pupils' ongoing and projected progress in all subjects.

- Ensure that assessment for learning is embedded in all teaching so that pupils understand fully what they need to do to make the best possible progress.

- Monitor, evaluate, and review classroom practice; celebrate and promote excellence, challenge under-performance at all levels and ensure appropriate action is taken in accordance with policies and procedures.

LEADERSHIP OF PEOPLE

- Provide exemplary leadership for the Mathematics team.
- Ensure a high level of staff morale and ownership of the academy's values and policies.
- Provide high quality training and development for all staff which empowers staff at all levels to lead and initiate improvements.
- Manage performance and workload effectively.

PUPIL WELFARE

- Ensure a high-quality pastoral structure so that all pupils fulfil their potential.
- Ensure pupils are all informed about the curriculum attainment and progress and are able to understand targets and improvements.
- Ensuring that good conduct and discipline are maintained and acceptable standards are understood and applied consistently by the team.
- Create and maintain an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables pupils to report any concerns or complaints.

You can find out more at:

www.creativeeducationtrust.org.uk

KEY RESPONSIBILITIES

- Teach and model for others engaging and effective subject teaching that motivates, inspires, and improves pupil attainment
- Secure academic outcomes in line with the targets set through the academy's target setting policy.
- Plan and implement a subject curriculum that ensures coherence and progression in the teaching of key subject knowledge, skills, understanding and concepts.
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment of all members of the subject team.
- Lead the assessment process in the subject team ensuring accurate measurement of subject standards in all year groups, at all summative assessment points.
- Analyse student performance data and respond to the outcomes of assessment, to ensure appropriate planning, teaching and interventions are in place to keep all pupils on track to achieve their targets.
- Lead the professional development of others in the subject team to be highly effective practitioners.

ACCOUNTABILITIES

- Monitor the practice of all members of the subject team to ensure they are following all areas of subject and academy policy accurately and appropriately.
- Review and refine the curriculum, planning, teaching and assessment in the subject team on a regular cycle to continually improve the subject outcomes.
- Regularly monitor the quality of teaching in line with academy expectations and provide effective feedback and coaching to individuals to ensure subject teaching continually improves.
- Line and performance manage all members of the subject team as per the academy policy and take necessary corrective action where there is any ineffective practice.
- Manage allocated budget effectively and stay within set budget allocation.
- Create an orderly subject environment in which the academy's culture and ethos is upheld

TEACHING, LEARNING AND STANDARDS

- Plan and prepare effective teaching scheme of work and lessons.
- Teach engaging and effective lessons that motivate, inspire and involve pupils and improve student attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring to differentiate intervention.
- Utilise a full range of assessment strategies.
- Maintain regular and productive communication with parents, to report on progress, sanctions and achievements.
- Promote reading and teach literacy skills.

LEADERSHIP OF THE SUBJECT

- Develop innovative schemes of work which are inspiring for learners and teachers alike and feed into standards-based assessments.
- Produce half termly assessments with mark schemes.
- Ensure assessments are moderated internally and externally.
- Ensure end of year assessments reflect each pupil's overall level which is both externally valid and provides an accurate baseline for the next academic year.
- Analyse progress and attainment data to make data-driven changes to curriculum design, and pupil interventions.
- Work in collaboration with classroom teachers and SENCo to ensure pupils receive high quality interventions.
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons.
- Ensure that classroom teachers are utilising best pedagogical practice for their subject.
- Conduct half termly evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to change to teaching and learning.
- Create and sustain a positive department culture, where teammates feel collectively supported and developed.

OTHER ACCOUNTABILITIES

- Play an active role in school life and make a positive contribution to the ethos of the academy.
 - Share the responsibility with other managers for the maintenance of a learning environment and the well-being of pupils throughout the day and at the end of the school day.
 - Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
 - Assist in devising strategies and implementing activities to recruit pupils to the academy
 - Actively participate in Heads of Department meetings and collaborate with other Heads of Department in order to enrich pupil learning.
 - Perform additional duties and tasks required for the effective operation of the academy.
 - Undertake other relevant responsibilities as directed by the Principal.
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You can find out more at:
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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to degree level or above. • Qualified teacher status 	<ul style="list-style-type: none"> • Evidence of continuing professional development
EXPERIENCE	<ul style="list-style-type: none"> • Proven record as a teacher whose pupils reach high standards of learning and achievement. • Experience of teaching across the full age and ability range of an 11-16 school. • Experience in the use of ICT in the classroom with the skill to impart that expertise to others. • Experience of managing an area of development 	<ul style="list-style-type: none"> • Evidence of support for/delivery of whole academy initiatives • Experience of managing a team. • Evidence of delivery on interventions, including evaluation of impact.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of current educational policy. • Understanding of the social, emotional and intellectual development of teenagers. • Supporting disadvantaged pupils to realise their potential. • Effective behaviour management strategies. 	<ul style="list-style-type: none"> • Knowledge of relevant GCSE and vocational specifications'
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to teach to KS3 and GCSE. • Able to lead a team, effectively communicating a vision, in order to get the best out of staff and pupils. • Good ICT, oral and written communication skills. • Ability to produce high quality written documents. • Ability to work effectively as part of a team. • Ability to work on own initiative • Ability to take responsibility for planning own workload and commitments. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive Professionalism. • Willingness to reflect upon his/her experiences in a critical and constructive manner. 	<ul style="list-style-type: none"> • Evidence of managing CPD effectively in a whole school context.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

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