

Clyst Vale

COMMUNITY COLLEGE



Second in Department Maths

Application Pack

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“Leaders and staff have high expectations of pupils. The school values of ‘Respect, Participate, Learn’ underpin all aspects of school life.” (Ofsted 2023)

“The history of Clyst Vale has been one of progress, evolution and change.” (Good Schools Guide 2022)



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Letter from the Principal



Dear applicant,

I am delighted that you are interested in applying for a role at Clyst Vale Community College.

Clyst Vale Community College is an exceptional school. Since it was founded in 1959 the college has existed to serve this community and has a tradition of putting young people first. It is a college that promotes positive relationships built on trust and a shared commitment to support young people. Our collective purpose is to empower every student in our community to thrive, to unlock their potential, and fulfil their aspirations. No where is this more evident than in our Gold accreditation as a UNICEF Rights Respecting School. This award is granted to schools who embed the United Nations Convention on the Rights of the Child into their practice. There are many areas of college life where we embed the Convention, both implicitly in the approach of staff and students and explicitly in our policies and practices. The Clyst Vale Charter of Respect, Participate, Learn is underpinned by articles 12, 30, 6, 21, 28 and 17 of the Convention.

During my time at Clyst Vale, initially as Deputy Principal and now as Headteacher, I have been fortunate to become fully immersed in the unique culture and ethos of the College and I am now excited to be leading the college on the next chapter of its journey. My educational philosophy is simple; I believe that every child has the right to a high quality education, regardless of their background or needs and that for a school to thrive it must have a relentless focus on raising aspirations, striving for excellence, and fostering a culture that celebrates achievement.

At the heart of creating this culture is ensuring we employ, develop and retain the very best staff. We believe that the best teachers are grown, not employed, and we are committed to ensuring that you receive the very best mentoring, training and support as you develop in middle leadership. We are members of the South West Institute for Teaching and through this are able to offer a range of development and CP Opportunities to our staff. Teaching is, without doubt, one of the most rewarding professions and our college will offer you the opportunity to grow and develop with support from a range of highly skilled, knowledgeable and experienced teachers and leaders. I would urge all applicants to visit the college for a tour and to meet the team prior to applying.

Yours Faithfully

A handwritten signature in black ink that reads "S Jacobs".

Ms S Jacobs
Principal

Second in Department (Maths)

Full time
MPS/UPS plus TLR 2b

**Closing date for applications:
Friday 26th April 2024 9.00am**

Hours of Work

Outlined in “working time” section of the current Teachers’ Pay & Conditions Document (2 Periods of time table remission also granted)

Responsible to

Head of Science

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document and those described on the job description of the ‘Class Teacher’. This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

Specific Responsibilities

The core purpose of the Second in Department is to support the Head of Department in providing professional leadership and management for the subject in order to secure high quality teaching, effective use of resources and improved standards of learning and attainment for all pupils. This will include medium and long term planning, coaching and development of department colleagues, tracking of student progress and organisation of interventions, in addition to contributing to the strategic direction of the department as a whole.

Impact on educational progress

- Evaluate subject assessments and exam results data within a key stage and report on progress and areas for development to the Head of Department. Prepare appropriate action plans and targeted support to address these areas for development
- Use information on pupils, including data to identify pupils who are underachieving in a key stage, to set targets for the department
- Assist in the creation of schemes of work that are designed to deliver outstanding, relevant learning
- Lead staff to achieve constructive working relationships with pupils;
- Assist the Head of Department in developing enrichment activities
- Contribute to the department in implementing cross-curricular themes
- Contribute to regular self-evaluation activities
- Assist with strategies to develop the performance of the department

Leading, developing and enhancing the teaching practice of others

- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Assist in monitoring standards of teaching and learning and report to Head of Department
- Establish clear expectations and constructive working relationships among staff
- Plan and implement strategies to improve teaching and/ or learning, where needs are identified
Work closely with any member of the department whose performance is shown to be of concern so that they are aided to make the improvements seen to be needed
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- Undertake Staff Appraisal for identified teachers (where appropriate)

Accountability for leading, managing and developing a subject or curriculum area

- Contribute to whole school development and improvement
- Work alongside the Head of Department to address key areas for development and evaluate the impact of these improvement activities
- Coordinate CPD needs and opportunities
- Assist the Head of Department to ensure the effective and efficient management and organisation of learning resources

Additional Tasks

- Any other reasonable tasks at the discretion of the Head of Department

What you can expect from us:

- Dedicated timetabled leadership time every week.
- A comprehensive induction process, tailored to your role and previous experience.
- A structured programme of targeted, whole school or bespoke professional development.
- Fabulous students who are motivated, interested, keen to learn and enthusiastic.
- An outstanding ethos where students respect staff and each other, have participate in learning, enrichment and the community and achieve well.
- A high-quality curriculum, developed across our College, with a commitment to a programme of school improvement.
- A range of development opportunities for future career progression within the school.
- Opportunities to work with subject network groups
- A friendly, supportive, vibrant and caring staff team with a commitment to improving children's lives.
- Strong leadership, a culture of high expectation and clarity of strategic college development.

We would recommend that you contact us for an informal conversation to find out more about the role, or to visit us at Clyst Vale. In order to do this, please contact:

Lisa Martin (Deputy Principal)



martinl@clystvale.org

All applications should be made by completing the online application form at www.clystvale.org/vacancies/

Person Specification

Qualifications	Essential	Desirable
Honours degree in a relevant subject specialism	✓	
Qualified Teacher Status	✓	
Evidence of recent, relevant professional development and CPD		✓
Leadership training such as NPQLT or similar		✓
Experience		
Experience teaching Maths to GCSE in a secondary setting	✓	
Experience of delivering A Level Maths	✓	
Experience of adapting teaching to the needs of vulnerable learners such as those with SEND	✓	
Experience of curriculum design including medium and long term planning		✓
Experience of line management and appraisal of colleagues		✓
Experience of coaching or development of colleagues		✓
Experience of using data to implement interventions and raise attainment		✓
Knowledge and Skills		
Ability to develop successful relationships with students, staff, parents and other stakeholders	✓	
Ability to communicate confidently with a wide range of people at all levels, including students, parents, staff and outside agencies	✓	
Ability to work effectively as part of a team and to use own initiative	✓	
Up to date knowledge of the National Curriculum, Ofsted Research and National guidance in relation to Maths	✓	
Knowledge of pedagogy, cognitive science, learning theory or related knowledge	✓	
Personal Qualities		
Ability to manage own time and workload effectively.	✓	
Reflective, able to assess own progress and identify next steps to improve practice	✓	
Dedicated to professional development and willing to invest in self	✓	
Resilient, able to work under pressure, adapt to change and be flexible .	✓	



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