



**North East  
Learning Trust**

**Associate Assistant Headteacher (Maths)  
Teesdale School & Sixth Form**  
Applicant information pack

# Associate Assistant Headteacher (Maths)

## Required September 2023

### Permanent - Full time Leadership (L8 – L12)

Teesdale School and Sixth Form is part of the North East Learning Trust and is seeking to appoint an Associate Assistant Headteacher to join our dedicated team. The successful candidate will be responsible for the day-to-day operation of the Mathematics department and this is an exciting post that will offer you the chance to work at a senior level and with a wide range of people within different teams. This is an opportunity for the right candidate to join a close and talented team who share our vision.

We have 710 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are, their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and giving them a great start in life. Teesdale School is a place where traditional values of kindness, respect and hard work take precedence.

Teesdale School and Sixth Form was rated as 'Outstanding' by Ofsted in June 2019.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

#### We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

#### The successful candidate will have:

- relevant training and experience of successful teaching and learning, and the ability to deliver outstanding teaching experiences;
- the drive needed to lead a strong teaching team and deliver an excellent mathematical education to all of our students;
- a proven record of leading within mathematics and achieving strong outcomes;
- a firm belief and strong commitment to children accessing an inclusive education;
- a clear understanding of how children are motivated and learn effectively;
- a creative approach to encourage children to take ownership of their own learning;
- energy, commitment, enthusiasm and initiative – passion and drive;
- the ability to work collaboratively and flexibly as part of a senior team and within the mathematics department;
- a desire to work at senior leadership level and contribute to the wider development of the school.

#### Deadline:

**Closing Date: Monday 5<sup>th</sup> June 2023, 9am**

**Interviews:** To be confirmed

## How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned by email with application forms to [tracy.tuck@teesdaleschool.co.uk](mailto:tracy.tuck@teesdaleschool.co.uk) or by post to Tracy Tuck, PA to the Leadership Team, Teesdale School, Prospect Place, Barnard Castle, Co Durham, DL12 8HH. Please do not submit a CV unless it is to compliment your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All preemployment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

# Job description

## Post title:

Associate Assistant Headteacher (Maths)

## Responsible to:

Head of School/Deputy Headteacher

## Job purpose:

To lead the Mathematics Department in the pursuit of excellence.

To work within the Senior Leadership Team in the development (exact specification to be determined depending on the experience / interests of the candidate).

You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

You will be required to teach Mathematics to students across the age and ability range.

You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

## Duties and responsibilities:

### Operational/Strategic Planning

- To report regularly to the Head of School/ Deputy Headteacher on the progress of individual students.
- To participate in staff meetings, as required.
- To work with other leaders of mathematics across the Trust.
- To manage the strategic direction of the department and day to day operations.
- To plan, prepare, evaluate and modify personal teaching methods and materials, in accordance with department and school policies.
- To control and manage the classroom effectively.
- To plan to meet the varied and special educational needs of students.
- To set homework in accordance with the school and department policy.
- To contribute to the appearance and ethos of the Trust through the maintenance of a pleasant learning environment within the classroom and departmental areas.
- To actively celebrate and manage the achievement and behaviour of students using school systems to praise and reward.
- To participate in general supervisory duties in accordance with published duty rotas.
- To participate in required meetings with colleagues and parents/carers.
- To liaise with colleagues in other departments, as appropriate.

### Enhancing own knowledge, skills and understanding

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students.
- To keep up to date with developments and initiatives in the subject area.

### Professional development and raising awareness

- To lead the Mathematics Department.
- To work with relevant staff to identify and address the needs of students.
- To plan differentiated material to support all students throughout each Key Stage.
- To participate proactively in professional development opportunities and initiatives.

### **Curriculum and Extra-curricular Provision**

- To contribute in developing/reviewing/revising schemes of work so that resources are of a high quality, engaging and challenging.
- To contribute to the creation, planning and organisation of extra-curricular activities to promote the subject and enhance students' learning.

### **Sharing Information**

- To ensure the efficient exchange of information regarding students both within the school and with other institutions/external agencies, as and when necessary.

### **Support and Monitoring**

- To mark and record students' work in line with departmental and school policies.
- To assess in line with departmental and school policies the ability of individual students; transfer that assessment to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' evenings.
- To prepare and conduct assessments of students' learning as and when required and submit data regarding students' progress into the school management information system.
- To liaise with others involved in supporting students' learning.
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals.
- To support students' social and emotional needs.
- To foster good relationships and liaison with parents/carers.

### **General**

- To carry out duties as appropriate to the position of a classroom teacher within school.
- To carry out duties as appropriate to the position of a pastoral tutor, if required.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.
- To work with the leadership team in the development and monitoring of the work of teachers and support with continuous professional development during the academic year.
- To support colleagues across the Trust as appropriate.
- To be part of the Senior Leadership Team and contribute to the strategic development of the school.
- To consistently set and adhere to high standards of professional conduct and expertise, and model appropriate practice.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us, and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• First degree or equivalent in a relevant subject</li> <li>• Evidence of leading within a mathematics department.</li> <li>• Evidence of recent professional development/training in the teaching of mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience delivering successful CPD to a departmental or whole school level</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Recent successful experience of teaching mathematics at KS3/KS4/KS5.</li> <li>• Recent experience of leadership within a secondary mathematics setting.</li> <li>• Proven track record of delivering excellent outcomes for students at all abilities.</li> <li>• Experience of working with pupils with Special Educational Needs and/or Disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent successful teaching experience at KS5</li> <li>• Experience of teaching Further Mathematics at KS5</li> <li>• Experience in supporting and mentoring ECTs.</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Ability to lead the department across the whole age range.</li> <li>• Ability to work flexibly as part of a team both in mathematics and as a senior leader.</li> <li>• Ability to maintain a good learning environment.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Excellent organisational, planning and prioritising skills.</li> <li>• Willingness to take responsibility.</li> <li>• Ability to use own initiative.</li> <li>• Resilient, mature approach.</li> <li>• An appreciation of the value of learning.</li> <li>• A desire to encourage all young people to succeed.</li> <li>• Ability to initiate activities to enhance provision within the subject area.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to keep up-to-date with local, county and national initiatives</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Enthusiasm.</li> <li>• Sensitivity to students' needs /self-esteem.</li> <li>• Willingness to further develop professional skills.</li> <li>• Meaningful contribution to extra-curricular activity.</li> <li>• Reliable and conscientious.</li> <li>• Desire and ability to learn new skills.</li> <li>• High expectations of all students.</li> <li>• Caring and supportive.</li> <li>• Enthusiastic team player.</li> </ul>	

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East 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. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.