



Application Pack for the position:

Head of Mathematics

1st September 2023



SCIENCE MARK



INVESTORS
IN PEOPLE

Gold



Dear Applicant,

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is the largest post-16 school in the North East of England, with approximately 1,800 students on roll. We are situated in the middle of Durham City centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 50 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1st and 2nd March 2017 and are delighted with the outcome. We are an 'outstanding' post-16 school. Our students have an excellent record of success, which they work hard to achieve. Trends over time in successive years in which formal examinations took place (2017, 2018, 2019) demonstrate the following headlines:

In academic qualifications:

- Progress (VA) has been consistently above the National Average (NA) and has continued to improve over time.
- We ranked in the top 20% of schools and colleges nationally and this is consistent over time.
- Overall attainment (APE) is consistently above the NA and continues to improve over time.

In applied general qualifications:

- Progress (VA) has been consistently above the NA.
- Progress (VA) rankings improved consistently from 2017-2019. By 2019, progress in applied general qualifications had improved from being above average to well above average, ranking us in the top 5% of schools and colleges nationally.
- Overall attainment (APE) is consistently above the NA.

Our award winning Careers, Progression and Aspirations team is renowned for their success in supporting students' progression achievements whether that be to competitive universities and courses, higher and degree apprenticeships, further study or employment.

We are celebrating 110 years in education this summer. We are housed in various buildings, often referred to as a mini university setting. Our site comprises a 1913 former girls' grammar school, which was converted to sixth form accommodation in 1983. In addition to the original building, there is now a science specific wing; a 210 seated theatre; our Hunter resource centre; visual arts centre and Freeman's Quay leisure centre. In 2019, we expanded further to include our digital media centre, which houses a grab-and-go café, conference facility, TV studio, small cinema room and additional classroom space. We will formally open our new art gallery this summer as part of our ongoing celebrations.

We are currently on a journey towards establishing our own Multi Academy Trust with Durham Mathematics School. Based in Durham City centre, this new school will be a specialist school for A level mathematicians who also have a keen interest in physics and / or computer science. We continue to work very closely with the Department of Education and Durham University and look forward to making further announcements about Durham Mathematics School in the coming months.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Gold and Governor Mark among others. Our most recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

Our school operates according to values which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre. We value:

- high quality, inspirational teaching and learning;
- excellent support, care and guidance;
- personal and professional integrity;
- ambition and progress for our students, our communities and ourselves.

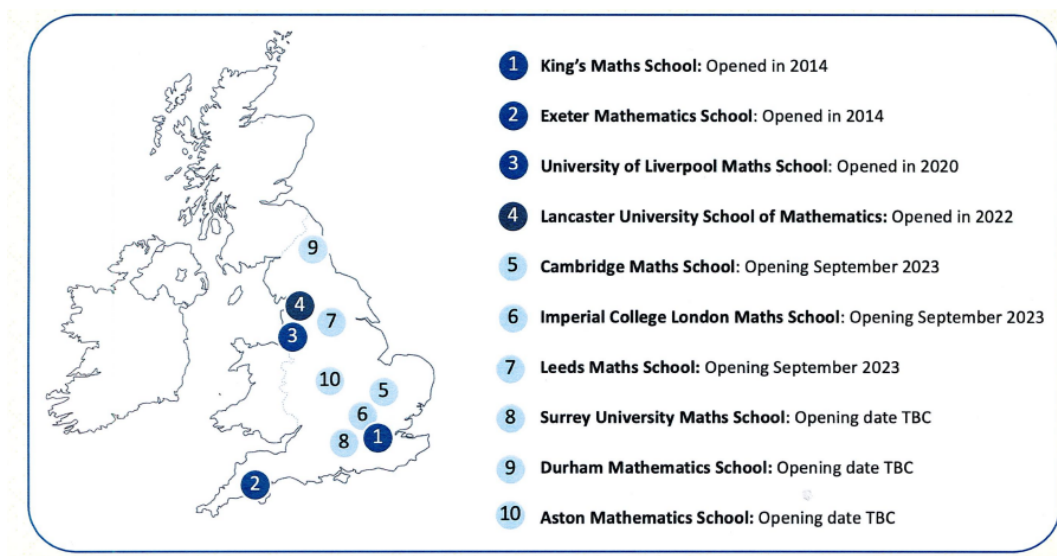
If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

Ellen Beveridge
Headteacher



Additional information for applicants,

I also thought it important to share with prospective applicants the developments surrounding Durham Mathematics School.



We are at the following stage in our journey towards opening our Mathematics School.

Approval:	Business Case approval from Lord Agnew - 4th March 2019 and subsequent letter 21st August 2019
Provisional Opening date:	1st September 2025
Curriculum:	Compulsory: A-level Further Mathematics, A-level Mathematic, A-level Physics and / or A-level Computing Optional: A level option studied at Durham Sixth Form Centre Extended: Durham University Maths Certificate, EPQ, Certificate in Financial Studies
Pupil Admission Number:	Year 12: 75 (lower target for year 1 of opening) Maximum size: 150 Residential: 50
Scope	Durham Mathematics School will benefit talented students from across the North who would not otherwise have access to high quality post-16 mathematics education. It will serve County Durham, Tyne & Wear, Northumberland, Cleveland, the North Yorkshire Coast and Cumbria, targeting students in schools where there is limited local mathematics provision. We are committed to widening participation and outreach provision.
Multi Academy Trust	Durham Mathematics School will open as part of Providence Learning Partnership, a newly established MAT which also includes Durham Sixth Form Centre. The Academy Order is in place with a conversion date planned for 1st September 2023.
Site	We are currently working with the Department for Education, LocateED and Durham County Council regarding the site.
Further information	For further updates and information visit durham-mathematics-school.org.uk

Ellen Beveridge
Headteacher

Dear future colleague,

Welcome to our school and in particular to the **Science, Technology and Mathematics Faculty**. We hope this brief introduction gives you a sense of who we are and how we work together. First and foremost our aim is to make the education of our students our first priority. We recognise the importance of our students achieving the highest possible standards in their work and conduct with skills development, subject enrichment and aspiration also at the heart of how we work. Many of our students, on the successful completion of their courses, progress to university, including those that are regarded as more prestigious.

We are looking for a colleague to join our team who will act with honesty and integrity, has strong subject knowledge and is keen to keep their knowledge and skills as a teacher up to date. The successful candidate should be self-critical, forge positive professional relationships and work with parents / carers in the best interest of their students.

The Science, Technology and Mathematics Faculty is focused on teaching and learning and are skilled at trialling new and innovative teaching strategies. The curriculum areas within the faculty are some of the most popular in the school by way of student numbers and progression pathways. We are one of three faculties at Durham Sixth Form Centre, the other two are the Human Sciences Faculty and Arts, English and Business Faculty. We are a hardworking, dedicated team with a vast array of experience and qualifications. We contribute significantly to overall school outcomes and particularly to A level and Academic success measures.

	2015	2016	2017	2018	2019
A level value added	+0.01	+0.15	+0.12	+0.18	+0.20
Academic value added	+0.02	+0.16	+0.13	+0.20	+0.23
Applied general value added	+0.50	+0.89	+0.81	+0.46	+0.81

Our Faculty consists of the following subjects:

A level / Academic: Biology, Chemistry, Computer Science, Geography, Mathematics and Further Mathematics, Physical Education, Physics.

Applied General: BTEC Applied Science: Forensics and Medical, Health and Social Care, IT, Sport, L3 Mathematical Studies, Sports Academies (Football / Golf).

Many of us are examiners or moderators. Some of us have teaching and learning responsibilities beyond that of a classroom teacher, some are Lead Teachers, others are Senior Leaders. We frequently have colleagues in our team who are working towards Master degrees or Doctorates.

What do we want?

We are looking for a highly enthusiastic, proactive person to join our team and to work with our students to ensure they learn, succeed and achieve. We seek a committed individual who is prepared to work hard to continually excel. Someone with a clear understanding of how students learn, regardless of their prior attainment.

What will we do for you?

We will help develop your potential by actively investing in your future career by supporting you in a wide range of continued professional development opportunities. We will encourage your ambition and welcome you into a friendly and supportive working environment. We will listen to what you have to say, no matter what age or stage of your career, and support your aspiration to be the best you can.

Who should apply?

You should only apply for this role if you want to make a difference to young people's lives in a hardworking, ambitious post-16 school where every student really does matter. You should have the ability to work collaboratively and flexibly as part of a skilled team. You should be confident that you have the ability to deliver continuous outstanding teaching and be prepared to go the extra mile.

Should you decide to apply for the post we very much look forward to welcoming you to our school and potentially working with you in the future.

Kathryn Duffy
Leader of Learning: Science, Technology and Mathematics

Advertised Post and Application Information

Position: Head of Mathematics
Hours of work: Full time
Contract: Permanent
Salary: TLR2c
Start date: 1st September 2023

Recruitment Dates

Closing date: 10am, Monday 27th February 2023
Interview date: w/c 6th March 2023

Advert

This is an exciting time to join Durham Sixth Form Centre; we are an oversubscribed post-16 institution; our results are significantly above national averages; we are expanding our premises; we have gained external recognition and national awards for our work.

We know that the very best way to provide outstanding education is to ensure our staff are outstanding. With this in mind we wish to appoint a passionate, ambitious Head of Department to join our team and support us in our succession planning. The successful candidate should be a skilled teacher with a proven track record and capable of delivering lively, exciting and challenging lessons in the following subjects:

A Level Mathematics
A Level Further Mathematics
Level 3 Mathematical Studies
GCSE Mathematics (post-16 students only)

The successful candidate will have exceptional planning and time management skills; be able to inspire and challenge both students and colleagues; have the ability to communicate effectively with a wide range of stakeholders including students, parents, the media and governors; have evidence of outstanding results and student outcomes; and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

Application Process

Applicants should submit the following information on, or before the closing date:

- A completed Application Form using the GoogleForm using this [link](#).
- A supporting Letter of Application of a maximum of two sides of A4, which should include the following titles and response to them:
 1. Details of the outcomes of students you have taught (e.g. value added, attainment, progression).
 2. Details of the strengths that you would bring to the post (with reference to the person specification).
 3. An answer to the question: How would you best describe your behaviour traits?
 4. An answer to the question: What *extra* would you bring to the role if appointed?

Note: The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

Additional Information

Durham Sixth Form Centre:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is an equal opportunity employer.
- Is a Local Authority Maintained school.
- Operates a strict no-smoking policy.

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Job Description

TEACHING

Teaching and Learning Responsibilities (TLR) are awarded to teachers who undertake a sustained additional responsibility in line with the School's Staffing Structure and are in addition to the expectations of the post-holder to fulfil their teaching duties as outlined in the generic job description for MPS/UPS teachers at the school (available separately).

Job Title: **Head of Department: Mathematics**
 Contract: **Full time**
 Scale: **TLR 2c**
 Responsible to: **Leader of Learning: Faculty of Science, Technology and Mathematics**

Brief: To lead, manage and develop the Maths Department and provision across the post-16 age and ability range.

Focus: The TLR holder should be relentless in their focus to raise attainment and achievement in the area for which they have responsibility beyond that of a classroom teacher as outlined in the 'Brief' above.

Summary of the Key Areas of Responsibility:

1. To raise standards of student attainment and achievement.
2. To develop and enhance the teaching practice of others.
3. To ensure colleagues provide an appropriately broad, balanced, relevant and differentiated curriculum for students.
4. To be accountable for leading, managing and developing the area of responsibility.
5. To effectively manage and deploy teaching/support staff, financial and physical resources and be accountable to the relevant Leader of Learning.

Key Areas of Responsibility	Priorities
AT DURHAM SIXTH FORM CENTRE A TLR2 post holder must:	1. Raise standards of student attainment and achievement. <ul style="list-style-type: none"> • monitor student progress and ensure that appropriate action is taken where necessary • work with colleagues to formulate targets for individual students which have coherence and relevance to their needs • ensure staff within the subject area keep up-to-date records of students' marks and/or assessments • analyse and evaluate performance data provided • identify and take appropriate action on issues arising from data systems and reports and to set deadlines where necessary and review progress on the action taken • produce reports on examination performance • work in conjunction with the Leader of Learning
	2. Develop and enhance the teaching practice of others. <ul style="list-style-type: none"> • keep up-to-date with national developments in the subject area alongside teaching practice and methodology • work with the Leader of Learning to ensure that staff needs are identified and that the appropriate programmes are designed to meet such needs • establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in the subject • contribute to the school's procedures for lesson observations • assist in monitoring the learning and teaching in the subject area and use this information to improve the quality of provision

	<p>3. Ensure colleagues provide an appropriately broad, balanced, relevant and differentiated curriculum for students.</p> <ul style="list-style-type: none"> • lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject area • support raising attainment and achievement including initiatives for the most able • work in conjunction with the Leader of Learning to foster and oversee the application of ICT including the development of materials in line with new technologies or systems adopted by the school • be accountable for the development and delivery of the area for which the responsibility lies <p>4. Be accountable for leading, managing and developing the area for which the post holder is responsible.</p> <ul style="list-style-type: none"> • lead and manage the business planning function of the subject area, and to ensure that the planning activities of this area reflect the needs of students within the Subject Improvement Plan and the aims and objectives of the Faculty • link with the teachers of the subject area to ensure that the work of the Department fully reflects the school's distinctive ethos and mission • actively monitor and respond to curriculum development and initiatives at national, regional and local levels • ensure the Department actively engages in transition arrangements at appropriate times throughout the year • ensure there is a shared, up-to-date, understanding and knowledge of educational and career progression routes for students which is shared at relevant times throughout the year <p>5. Effectively manage and deploy teaching/support staff, financial and physical resources and be accountable to the relevant Leader of Learning.</p> <ul style="list-style-type: none"> • oversee the day-to-day management, control and operation of course provision within the subject area, including effective deployment of staff and physical resources • make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area liaising with the relevant staff • implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, accommodation strategy, etc. • ensure that Health and Safety policies and practices, including Risk Assessment, throughout the subject area are in line with national requirements and are updated where necessary. <p>6. Additional duties and responsibilities (common among TLR holders);</p> <ul style="list-style-type: none"> • undertake an appropriate programme of teaching in accordance with the duties of a main professional scale or post-threshold teacher • monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria • ensure effective induction of new staff in line with school procedures • participate in the school's ITT programme if and when advised by the appropriate member of the SLT • participate in performance management as a team leader to help build, communicate and implement a shared vision
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Person Specification

TEACHING

	Person Specification	Essential	Desirable
1.	Subject specific graduate. Degree in a related subject.	✓	
2.	Qualified Teacher Status, QTLS or QTS FE.	✓	
3.	Experience of post-16 teaching.		✓
4.	Experience of strong leadership.		✓
5.	Exemplary health and attendance.	✓	
6.	Evidence of being an outstanding teacher (or NQT).	✓	
7.	Exude passion for teaching, learning and subjects taught.	✓	
8.	Ability to inspire and challenge both students and colleagues.	✓	
9.	ICT competency.	✓	
10.	Evidence of outstanding student results.	✓	✓ If new/returning to teaching.
11.	Outstanding interpersonal skills (in a range of contexts).	✓	
12.	Attention to detail, organisation, energy and drive.	✓	
13.	Aptitude to evaluate, monitor and prioritise work.	✓	
14.	Committed to working in an inclusive school in support of the values, vision, purpose and direction.	✓	
15.	To promote and safeguard the welfare of children and young adults.	✓	
16.	To have the ability to exude a 'can do' positive attitude in a busy and demanding role.	✓	
17.	Ability to lead by example and to support and motivate a team of colleagues.	✓	
	Equalities and Safer Recruitment		
18.	Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	✓	
19.	Ability to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children, young people and colleagues.	✓	
20.	Ability to demonstrate emotional resilience (and distance where appropriate) in working with challenging behaviours or sensitive situations.	✓	