



# Head of Maths



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# CANDIDATE INFORMATION

Dear Applicant

I am delighted you have expressed an interest in working at Burnley High School, where each student is nurtured through the development of academic, professional, social and emotional skills working in partnership with his or her family and community. This pack is intended to give you information about the role of Head of Maths who will hold a whole school responsibility, together with some details concerning the school's values and ethos.

We are looking to appoint a committed, hardworking, caring and knowledgeable individual to join our highly skilled team of professionals as we strive towards becoming outstanding in all we do. We expect our staff to provide and model the aspirational, engaging and personalised education the children of Burnley deserve by building on each child's unique gifts, talents and particular needs. Recognising the vital role that family life can play in a child's learning and development, staff also work closely with parents and carers to engage them in their children's learning and in school life.

We invite you to read through this pack and consider applying for this important post. If you feel it would be helpful to visit the school before applying, please contact Lorraine Brody in order to arrange this.

To read more about the vision and ethos for Burnley High School and to keep up with the latest news concerning this exciting new school, visit our website at: [www.burnleyhighschool.co.uk](http://www.burnleyhighschool.co.uk). If you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification on 01282 681950.

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form (CVs are not accepted) and return it to Lorraine Brody at Burnley High School by either of the following ways (preferably by email):

**Email: [lorraine.brody@burnley-cs.org](mailto:lorraine.brody@burnley-cs.org)**

**Post: Burnley High School, Byron Street, BB12 6NX**

The closing deadline for applications is no later than **12.00pm Monday 25<sup>th</sup> February 2019**

Please ensure you provide the name, address and status of two referees, one of whom should be your most recent employer. Candidates should be aware we will seek references on short-listed candidates for all positions at Burnley High School and may approach previous employers for information to verify particular experience or qualifications before interview. We are committed to safeguarding and promoting the welfare of children, therefore as part of the application process I urge you to read our Safeguarding policy found on our website prior to completing the application form. Successful candidates will be invited to interview in Burnley sometime in the week of 25<sup>th</sup> February 2019. We will do our best to respond to all candidates.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours faithfully



**Victoria Povey**  
Executive Head Teacher



**Phillip Walmsley**  
Associate Head Teacher



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## POSITION OVERVIEW & EXPLANATORY NOTES

This is an exciting opportunity to help to shape the future of the young people of West Burnley and Padiham. The local community is very supportive of the school and is keen to work with the staff to develop an outstanding school. The sponsors for Burnley High School are Chapel St, a charity working in the areas of health, education and social care. The school moved into its new building in April 2017, a state of the art building that has been designed and built with fantastic facilities which enable us to deliver our unique and inspirational curriculum. In May 2017, Ofsted recognised what a fabulous school BHS is and graded us Good with Outstanding for Personal Development and Welfare.

Burnley High School is a deliberately smaller school with 650 11-16 students when the school reaches its optimum intake in 2018/19. The school opened in September 2014 with year 7 only and now has years 7, 8, 9, 10 and 11 as the school has naturally grown year on year. The maximum intake per year will be 90 students in Years 7-11 and the demand for these places has resulted in the school being oversubscribed in all 2015 to 2018 intakes. The school has a strong ethos and our values of Love, Grace and Fellowship permeate all we do whilst serving children and families of all faiths and no faith.

All staff at Burnley High School (BHS) are dedicated and committed, the Executive Head teacher, her team and our visionary sponsor Chapel St work together to build a dynamic new community school serving the children, families and residents of West Burnley and Padiham.

**Applications will only be accepted from candidates completing the school's Application Form. Please complete ALL sections of the Application Form that are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.**

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and the Barred List checks.

1. Candidates should be aware that all posts at Burnley High School will involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the Job Description for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared in a sealed envelope attached to this application form.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.



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4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

### Child Protection Policy

Chapel St and Burnley High School fully recognises their responsibilities for child protection. Our policy applies to all Chapel St trustees, charity staff, governors and staff in its schools.

There are five main elements to our policy. We are committed to:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

### Interview Process

After the closing date, short-listing will be conducted by a panel who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your Application Form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

We will seek references on shortlisted candidates for Burnley High School and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.



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In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Barred List Check
- Satisfactory Enhanced DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information including information relating to health is an offence and could result in your application being rejected or summary dismissal if you have been selected.**





## Job Specification

**Accountable to: Head Teacher**

Salary: L1 – L7 (leadership scale)

### Responsibilities and Objectives

This role will include:

- a) Setting high expectations which inspire, motivate and challenge pupils
- b) Establish the highest standard of teaching, learning and attainment across the subject, commensurate with the abilities of the students
- c) Ensure every member of staff in the subject is aware of the subject aims, objectives and schemes of work and to monitor their implementation in the classroom
- d) Contribute to the achievement of school development plan and subject development plan goals and targets
- e) Planning and teaching well-structured lessons
- f) Adapting teaching to respond to the strengths and needs of all pupils
- g) Making accurate and productive use of assessment
- h) Managing behaviour effectively to ensure a good and safe learning environment
- i) Representing the school internally and externally as required
- j) Engagement with the community of the school and beyond as well as Chapel St
- k) Fulfilling wider professional responsibilities

### Classroom Teachers – Expectations of all school staff:

- a) Ensure good and better progress for all students within groups taught through the planning and preparation of high quality lessons which engage, motivate and support learners and adhere to the schools Teaching and Learning Standard
- b) Strive to deliver a consistently good standard of teaching
- c) Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students
- d) Consistently apply the school behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the school
- e) Access, record and report on the development, progress and attainment of students within the department and school assessment and reporting policy
- f) In consultation with the Head of Department, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability
- g) Contribute to the wider life of the school by participating in the provision of Extension, Enrichment and Enhancement activities through the planned programme
- h) Participate in whole school, departmental and all school meetings actively contributing to the decision making and consultation procedures
- i) Participate fully in the school's Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the school goal to be an outstanding place of learning
- j) Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure that Burnley High School is a pleasant, positive place to learn and work



## **Equal Opportunities:**

- a) To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- b) To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

## **Generic Staff Requirements:**

- a) Uphold the professional standards expected of every member of the school staff in all dealings with colleagues, students, parents/carers and the wider community
- b) Adhere to the principles expressed in the aims of the school and its mission statement
- c) Actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement
- d) Be a positive, collaborative team member
- e) Apply all school policies in all aspects of the role
- f) Keep up to date with all aspects of the safeguarding policy and familiar with Keeping Children Safe in Education document

In your role as Head of Maths you should ensure the following:

### **a) Climate for learning**

Ensure that school and Chapel St policies, in relation to effective learning, are successfully implemented to secure a well-ordered and disciplined teaching and learning environment that leads to students making outstanding progress.

### **b) Provision**

Deliver student learning, ensuring that provision is made for students of all abilities that they are effectively taught and that learning and achievement over time are evident. Work with other staff in contributing to the total learning of students including extension and enrichment activities.

### **c) Curriculum Planning and Development**

Follow the principles of the school's curriculum planning and development framework in preparing, delivering and developing with others (staff and partners from industry and commerce) aspects of the curriculum. Ensure that the curriculum incorporates contextual learning, using a range of educational and business partners which engage and enthuse pupils.

### **d) Standards**

Set and maintain high standards, expectations and aspirations for students, ensuring that they are treated with dignity and respect, and that they receive appropriate guidance, support and recognition.

### **e) Planning of Teaching and Learning**

Ensure the preparation, planning and delivery of the agreed learning programmes, utilising flexible approaches to learning including the application of E learning. Be a role model in the teaching of classes

### **f) Assessment**

Be accountable for effective and frequent assessment and report on assessment in line with whole school policy

### **g) Effective Teaching and Learning**

Ensure that teaching and learning meets the needs of learners impacting significantly upon student attainment and achievement. Meet all requirements in the Teacher's Standards



**h) Contribute**

Contribute to the delivery of exciting and innovative project-based learning through developing schemes of work and delivering curricular content.

**i) Contributing to the BHS Family**

Through mentoring and support of pupils, coupled with a deep knowledge of their family and background, develop every pupil as an individual who is part of this unique family.

**j) Mentor**

Act as form tutor and/or personal mentor to pupils to ensure they review and reflect on their learning needs in the broadest sense. Teach Personal, Social Education, Careers Education and Guidance and other appropriate learning to form groups. Use Developmental Assets as a basis for tutor time to enhance pupils' skills and attributes.

**k) Liaison**

Ensure that effective relationships and communications are developed and maintained with all stakeholders including parents and carers.

<sup>1</sup><https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011>

Whilst every effort has been made to explain the main duties and responsibilities for this post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through the Chapel Street Trust and Burnley High School Performance Management Policy. The Governors and Head Teachers of the Chapel St Trust are committed to safeguarding and promoting the welfare of all children and young people and ensuring that safer recruitment procedures are in place.

We promote diversity and want a workforce which reflects the population of Burnley and the North West. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability. This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school





## Person Specification

This person specification lists the requirements that are necessary to fulfil this role and how these will be assessed (I = interview, LO = lesson observation, A = application form, R = reference)

**This is a new post at Burnley High School and some aspects of the role are open for discussion with the successful candidate**

	Essential	Desirable	How Identified
<b>Belief (Knowledge, Skills and Understanding)</b>	Qualified Teacher Status. Good Honours Degree in relevant discipline PGCE or equivalent qualification		Application
	Recent and relevant CPD activities		Application
		Relevant experience and impact at lower middle leadership	Application/Interview/References
	Consistently good/outstanding teacher as measured by student outcomes		Application/Interview/References
	Knowledge and understanding of strategies to improve Teaching and Learning		Application/Interview/References
	Evidence of the effective use of data to improve student outcomes		Application/Interview/References
	Knowledge and understanding of strategies to safeguard students and staff		Interview
	Excellent interpersonal & presentation skills across the spectrum of stake holders		Interview
		Can demonstrate understanding of how effective self-evaluation and strategic improvement planning can increase effectiveness and raise student achievement	Application/Interview
<b>Leading and Developing</b>	Shows commitments to own and other's professional and self-development		Application/Interview/References
	Experience of coaching/mentoring/supporting colleagues		Application/Interview/References



	which has led to improvement in performance		
		Experience of performance management	Application/Interview/References
		Ability to delegate effectively and manage the performance of others	Application/Interview
		Track record in leading and managing staff including contribution towards building a successful team	Application/Interview
	Excellent influencing skills and the ability to engage others in new ideas. Understand aims and vision of the school and is able to inspire, challenge and motivate others		Application/Interview/References
<b>Teamwork</b>	Ability to promote and develop positive relationships within and beyond the school		Application/Interview
	Understands the need for effective relationships with parents, carers, partners and the community which enhance and support students learning		Application/Interview
	A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well		Application/Interview
<b>Creative Thinking</b>	Has a good understanding of the wider educational agenda		Application/Interview
	Open minded and flexible		Interview
	Excellent organisational skills with the ability to work under pressure and re-prioritise workload when needed		Interview
<b>Technical</b>	Excellent ICT skills for teaching and leadership		Interview
	Has knowledge and understanding of safeguarding and child protection		Interview
	Effective use of ICT in management and data handling		Interview