Teacher of Maths

Job Pack

Job commencement September 2019



2019

This position is suitable for an NQT or experienced teacher

Dear Applicant,

Thank you for your interest in the position of teacher of Maths at Ellesmere Park High School.

Following on from our Ofsted Inspection in 2014 in which we were rated GOOD we took the decision to ask to become part of a multi academy trust and in July 2017 EPHS joined Consilium Academy Trust. This is a new MAT which values the uniqueness of its schools and it currently has 3 Salford schools in very close proximity to each other so collaborative working and school to school support is a feature of our work. There are other Consilium schools in Doncaster and the North East.

We are seeking to appoint a well-qualified, dynamic and enthusiastic teacher of Physical Education to teach PE across both KS3 and KS4. The successful candidate needs to be an engaging and forward thinking teacher who will build upon the success of the department.

**We would be delighted to hear from you if you are:**

         An excellent classroom practitioner of Maths - or someone who has the potential to become outstanding.

         Are committed to contributing towards the extra-curricular life of the school

You will be part of the well-established, supportive and committed Logistics Faculty which is made up of Maths, Computing and Business Manager.  Our school is a vibrant, inclusive and proud place - we offer students an exciting curriculum and a huge range of extra-curricular opportunities within a safe, secure and encouraging environment. You will be well supported by colleagues in school and will participate in the school’s full CPD Programme.

To apply for the post please complete an application form, supported by a covering letter of no more than 2 sides of A4 (minimum font size 10) explaining, with examples, how you meet the requirements set out in the person specification.

Applications can be sent electronically to [laura.byron@salford.gov.uk](mailto:laura.byron@salford.gov.uk) or posted to the school, addressed to myself.

The closing date for applications is 9:00am on Wednesday 12th June. Interviews will be held soon after the closing date. Shortlisted candidates will be given full details of the selection process.

We look forward to hearing from you.

Yours sincerely

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H L Aaron (Mrs)

Headteacher**Job Description**

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| **Post Purpose** | To deliver a curriculum to students according to their educational needs, including the setting and marking of work.To assist and support students’ academic progress and emotional development.  1. To work with colleagues as appropriate to raise standards of achievement and attainment. 2. To comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person 3. To support the Head of Maths |
| **Disclosure Level** | Full Enhanced Disclosure and Barring Service Check (DBS Check) |

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| **MAIN (CORE) DUTIES** | To maintain the highest professional standards as set out in the Teachers’ Standards document.To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere.  * To plan their teaching to achieve maximum progression in pupils’ learning * To assess records and reports on the attendance, progress, development and attainment of students, and produce such records as are required. * To provide and/or contribute to oral and written assessments, reports and references relating to individual students and groups of students. * To use a variety of teaching methods, including ICT, which sustain the momentum of pupils’ work and keep all pupils engaged * To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus. * To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation or work and relationships. * To set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through the development of positive and productive relationships * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written, verbal and diagnostic feedback as required following school policies to maximise pupils’ progress. * To evaluate their own teaching critically and to use this to improve their effectiveness |
| **Operational/strategic planning** | To assist in the development of appropriate syllabus, resources, schemes of work, marking policies and teaching strategies at Ellesmere Park High School.  * To contribute to the department’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to whole school planning activities. |
| **Curriculum provision** | * To assist the department and whole school in ensuring a range of teaching is provided for students, which complements the schools strategic objectives. |
| **Staffing** | * To take part in the school staff development programmes, by participating in arranged training for professional development. * To continue personal development in the relevant areas, including subject knowledge and teaching methods. * To engage in the Performance Management Review process. * To ensure the effective and efficient deployment of classroom support. * To work as a member of a designated team and to contribute positively to effective working relationships within the school. |
| **Quality Assurance** | * To help implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation within the department area in line with agreed school procedures; including evaluation against quality standards and performance criteria. To seek, implement modification and improve where required. * To review from time to time methods of teaching and programmes of work. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
| **Management Information** | * To maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS – registers, behaviour log etc. * To compete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |
| **Communication and Liaison** | * To communicate effectively with the parents/guardians of students as appropriate. * Where appropriate, to communicate and cooperate with persons or bodies outside the school. * To follow agreed policies for communication in the school * To take part in parents’ evenings * To contribute to the development of effective subject links with external agencies. |
| **Management of Resources** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the department to identify resource needs, and to contribute to the efficient/effective use of physical resources. * To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of departments and students. |
| **Pastoral System** | * To be a Form Tutor to an assigned group of students. * To promote the general progress and wellbeing of individual students. * To liaise with the Pastoral Team/Head of House to ensure the implementation of the school’s pastoral system. * To register students, accompany them to assemblies, encourage their full attendance at all lessons, and their participation in other aspects of school life. * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of action plans and progress files, and other reports. * To alert the appropriate staff of issues/concerns/problems concerning students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents/guardians of students, and with persons/bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to PSHE and citizenship, and enterprise according to school policy. * To apply the Behaviour for Learning Policy so that effective learning can take place. * To ensure that appropriate safeguarding procedures are in place and applied. |
| **School Ethos and Other** | * To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example. * To ensure that appropriate safeguarding procedures are in place. * To participate in the school extra-curricular programme. * To promote actively the school’s corporate policies. * To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate. * To undertake reasonable additional duties as directed by the Headteacher. |
| **Safeguarding** | **The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.**  The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies. |
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**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with school and local authority procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the school and local authority to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The Postholder will be expected to carry out all duties in the context of and in compliance with the School Equalities Policies.

Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Person Specification Job Title: Teacher of Maths | | | |
| Person Specification | **Essential** | **Desirable** | **Method of assessment** |
| *Qualifications* | * DfE recognised Qualified Teacher Status * Honours Degree | * Awareness of current GCSE syllabus development | Application form, interview and references |
| *Behaviour & Safety* | * Suitability to work with young children * Able to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours * Positive attitude and authority in maintaining discipline within both the practical and classroom environment |  | Application form, references and interview. The interview will explore issues relating to safeguarding and welfare of children. |
| *Experience* | * Able to enthuse, motivate and discipline students * Experience of teaching across the full age and ability range of an 11-16 school |  | Application form, references and interview |
| *Other attributes* | * Ability to teach to KS3 and GCSE * To be committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them * Enthusiasm to inspire in students a desire to learn and participate * Ability to have the vision to plan ahead and to get things done * Efficient manager and administrator * Good, up-to-date, subject knowledge and skills * Full working knowledge of the National Curriculum requirements for Humanities subjects * To be able to work as a member of a team * To be able to work effectively with pupils, staff, parents and members of the community * To make a significant contribution to extra-curricular sports clubs | * Interest in innovation in the classroom including interactive whiteboard skills * To be able to assist in the planning and organisation of school trips/visits | Application form, references and interview |