



Assistant Head (Personal Development, Behaviour and Welfare)

King's College London  
Mathematics School

- Full time from September 2020
- Salary range £48,500 - £53,500

Job pack contents:

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## Application Procedure

Should you wish to apply for this position please send the following:

- A completed Application Form
- An Equality and Diversity Reporting Form

These forms can be found on our website at [www.mathsschool.com/about/jobs](http://www.mathsschool.com/about/jobs). You may include a curriculum vitae and/or covering letter as well as, but not in place of, the application form.

Applications should be made electronically in Word or PDF format by email to [mathsschool@kcl.ac.uk](mailto:mathsschool@kcl.ac.uk). Enquiries may be made to Dan Abramson, Head Teacher, also by emailing [mathsschool@kcl.ac.uk](mailto:mathsschool@kcl.ac.uk).

**Closing date: Noon on Monday 9 March**  
**Interviews will be held: Tuesday 17 March**

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

# King's College London Mathematics School (KCLMS)

[www.kingsmathsschool.com](http://www.kingsmathsschool.com)

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best universities and institutions. The school was opened in 2014 by King's College London, and its subsequent success has led to the government seeking to open similar schools in regional centres across the country over the next few years.

## The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

## The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2020*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. The Mathematics, Physics and Informatics departments of King's College London are involved in curriculum development for the school and maintain an ongoing supportive role, ensuring strong intellectual foundations and insight into developing applications of mathematics. PhD students from King's visit the school weekly to run problem solving classes for students in small groups.

## Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from the King's Waterloo campus. The school has 140 students split between year 12 and year 13.

## Admissions Policy

King's College London Mathematics School operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English (grade 5-9);
- A threshold score in a mathematical entry test set by the King's College London Mathematics School;
- A successful interview in which the school will assess the likely impact it will have on the future career of each applicant.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

## Outreach

King's College London Mathematics School aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

### **Assistant Head (Personal Development, Behaviour and Welfare)**

The Head Teacher is seeking to appoint a dynamic and inspirational teacher to play a central role in defining, articulating and implementing the shared vision and values of the school. As a member of the Senior Leadership Team they will demonstrate outstanding leadership skills in working with the Head Teacher on the implementation of the strategic direction of the school and working with individuals and groups to ensure the provision of a high quality of education for all our students.

The Assistant Head will be the senior pastoral figure in the school and will be accountable for the personal development, behaviour and welfare of all KCLMS students. They will line manage the Lead Teacher: Sixth Form and through them oversee the work of the tutors. They will ensure that behaviour, punctuality and attendance are outstanding, and they will be responsible for safeguarding the welfare and well-being of all students. They will also teach classes, either as a teacher of one of the school's A-level subjects (Mathematics, Further Mathematics, Physics, Computer Science and Economics) or as the teacher of the school-wide Personal Development programme, which covers themes of personal, social and health education.

The Assistant Head will also take on a number of other key roles commensurate with their experience and the seniority of their post, including taking on the responsibilities of the Designated Safeguarding Lead and SENCO, and line managing the Lead Teacher (Wider Outcomes) and the Learning Mentor. The nature of the school as a small institution means that responsibilities amongst the senior team can potentially be moved around to accommodate the experience and skillset of a strong candidate.

This post represents an interesting opportunity for a teacher who has experience of middle leadership to take on their first senior leadership role, or for a current senior leader ready to take on more significant responsibility as one of the four members of the Senior Leadership Team. The opportunity to take on the delivery of the Personal Development programme opens up the opportunity to teachers of the arts, the humanities or the social sciences as well as those of the A-level subjects offered by the school.

The successful candidate will have strong academic credentials, and will already have a proven record of outstanding teaching. A vital qualification will be that they share the vision of the school to help talented and motivated young people find challenge and excitement in a curriculum that fosters intellectual growth and curiosity.

The post will commence on 1 September 2020, or earlier by arrangement.

# Job description

Post title	Assistant Head (Personal Development, Behaviour and Welfare)
Responsible to	Head Teacher

## Role outline

The Assistant Head will work alongside the Head Teacher as a member of the Senior Leadership Team in defining, articulating and implementing the shared vision and values of the school. They hold an important leadership role and are expected to demonstrate outstanding leadership skills in working with the Head Teacher on the implementation of the strategic direction of the school and working with individuals and groups to ensure the provision of a high quality of education for all our students.

The Assistant Head is in particular accountable for the personal development, behaviour and welfare of all KCLMS students as detailed in this job description. The Assistant Head will also take on a number of other key roles commensurate with their experience and the seniority of their post, including taking on the responsibilities of the Designated Safeguarding Lead and SENCO, and line managing the Lead Teacher (Wider Outcomes) and the Learning Mentor.

## Responsibilities and Activities

### As a Senior Leader:

- To contribute to a clear vision for an effective school.
- To contribute to the Self-Assessment process and the authoring of the Self-Assessment Report in particular for Personal Development, Behaviour and Welfare.
- To contribute to the formulation, monitoring, evaluation and implementation of the Quality Improvement Plan.
- To contribute to curriculum design and development ensuring that it meets the needs of our students, enables continuity of learning and effective progression of attainment.
- To initiate and manage change and improvement to develop the school and staff.
- To advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports.

### As Assistant Head PDBW:

- To inspire, challenge, motivate and empower other teaching staff to attain challenging outcomes.
- To establish clear expectations and constructive working relationships amongst staff.
- To lead on all areas relating to the well-being and welfare of KCLMS students, including by acting as the school's Designated Lead Teacher for safeguarding.
- To ensure the establishment and maintenance of a caring, positive, safe and stimulating environment for all students at KCLMS.
- To manage the Personal Development (PSHE) curriculum, to be accountable for its delivery and for outcomes in this area.
- To ensure that the school's Safeguarding and Behaviour policies are up to date and are correctly observed by all staff and students.
- To line manage the Lead Teacher (Sixth Form) and Lead Teacher (Wider Outcomes).
- To lead and manage all teachers in their role as tutors, including by:

- providing a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them;
- maintaining regular formal and informal contact with tutors;
- ensuring all tutors understand, and are actively implementing, the key aspects of the school's policies including those for behaviour, attendance and safeguarding;
- having an oversight of and input into the agendas for tutor meetings;
- taking the lead on those areas of staff induction relating to tutorial responsibilities.
- To ensure that the behaviour, attendance and punctuality of KCLMS students are outstanding.
- To monitor student behaviour, attendance and punctuality using the school's MIS and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To be the lead person for the well-being of staff.
- To lead and manage on parental engagement, including by ensuring that parents and carers are well-informed of their child's progress through regular parents and carers consultation evenings.
- To contribute to the management of key school events, including open events, consultation evenings, assessment days and welcome events.
- To assist with the writing and editing of school UCAS references.

**Other responsibilities:**

- To contribute to a programme of after-school and lunchtime academic enrichment and co-curricular activities, which may sometimes require reasonable evening or weekend commitments, some of which will be offsite.
- To lead or assist offsite trips and visits.
- To prioritise at all times the safety and well-being of the students by following the Welfare & Safeguarding policies.
- To attend training days in reasonable proximity to the start or end of the KCLMS terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training.
- To take a share of the duties around student supervision.
- To provide cover for absent colleagues, and participate in arrangements for students' supervision during public examinations.
- To undertake any other duties which may be reasonably required by the Head Teacher.

# Person specification

## Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED  AP Application I Interview R References TL Taught Lesson
<b>Education/qualification and training</b>			
Excellent grades at A-level, or equivalent qualifications	X		AP
Good honours degree	X		AP
Qualified Teacher Status		X	AP
PGCE		X	AP
<b>Experience</b>			
Experience of a middle leadership role	X		AP, I, R
Recent teaching experience	X		AP, I, TL, R
Experience in a role involving responsibility for the pastoral care of students	X		AP, I, R
Experience of supporting students with special educational needs			
Experience of leading whole-school projects		X	AP, I
Experience of writing and implementing schemes of learning		X	AP, I
Experience of supporting students with UCAS		X	AP, I
Experience of supporting students to find work experience		X	AP, I
Experience of organising and leading school trips		X	AP, I
Experience of Ofsted		X	AP, I
<b>Knowledge/skills</b>			
Knowledge of research-based pedagogy	X		I, TL
Precise and analytical self-reflection	X		I, TL
The depth of knowledge and the mental agility to allow flexibility in lessons	X		I, TL
Ability to quickly create effective rapport and a constructive relationship with staff and students	X		TL
Knowledge of the needs of SEN(D) learners, in particular learners with high-functioning Autism / Aspergers	X		AP, I
Excellent communication skills, both written and verbal	X		AP, I
Excellent organisational skills, including keen attention to detail	X		AP, I
Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly	X		AP, I

Personal characteristics/other requirements			
Commitment to the educational vision and the mission of King's College London Mathematics School	X		AP, I
Profound and continuing interest in the subject(s) to be taught	X		AP, I
Profound and continuing interest in learning, teaching and assessment	X		AP, I
Commitment to own self-development	X		AP, I
Capacity to take initiative and to innovate	X		AP, I
Ability to lead and to enthuse others	X		AP, I
Ability to work constructively with others inside and outside the school	X		AP, I
Integrity and reliability	X		AP, I

### Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

### Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent. A criminal record will only be taken into account for recruitment purposes where the conviction is relevant to the position being applied for, and even if this is the case will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s).

### Equal opportunities

King's College London Mathematics School recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the School's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the School are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

### Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Manager, Gaenor Stevenson, by emailing [Gaenor.Stevenson@kcl.ac.uk](mailto:Gaenor.Stevenson@kcl.ac.uk)

Thank you for your interest in King's College London Mathematics School.