



Abbey College
Teacher of Mathematics – Key stage 5 Coordinator

Recruitment Schedule:

Application Deadline: Monday 21st March 2019 - 9am.

Interviews: To be arranged

Teacher of Maths & Key Stage 5 Coordinator

Start: September 2019

Salary: MPS & UPS +TLR2a



Dear Applicant,

Thank you for your interest in our Teacher of Maths & Key Stage 5 Coordinator post at Abbey College. We are seeking to appoint an enthusiastic and ambitious Maths Teacher to join our team of brilliant staff.

After two excellent years, our exam results in 2018 remain high. Our A level and BTEC results have enabled us to maintain a high ranking position amongst the top Sixth Forms in Cambridgeshire, and our GCSE results demonstrated an excellent increase in Progress of 10% on last year. We are also oversubscribed for the second year in a row this year by over 40% and our attendance is 2% higher than the national averages.

I believe that high quality teaching, learning, engagement and assessment is at the heart of every good school and our consistent success. After all a student's education is not a dress rehearsal; they only get one chance.

We recently earned a 'Good' from Ofsted and we require a Maths Teacher & Key stage 5 Coordinator to help maintain this vision of excellence. The successful applicant will be enthusiastic about giving our students the high-quality education they deserve.

I look forward to receiving your application on the enclosed application form, together with your covering letter. If you would like to visit the College please ring the office to arrange a convenient time.

A handwritten signature in black ink, which appears to read 'Andy Christoforou'.

Mr Andy Christoforou – Headteacher, Abbey College

About Abbey College

Abbey College, Ramsey is located in a small market town almost half way between Huntingdon and Peterborough and within easy reach of Cambridge and London. The College is set within extensive, historic and beautiful grounds close to the Parish Church of St Thomas A Becket.

The College is a large 11-18 school with a catchment which extends over a wide rural area. There are approximately 1090 students on role, including a sixth form of 120. We currently have around 70 teaching staff with an additional support team of over 75 members of staff.



1090

students including
120 in the sixth form



70

teaching staff



75+

support staff

Our College ethos is '**Aspire and Challenge**', which means that the College strives to provide strong equal learning opportunities within a broad and balanced curriculum for all students regardless of ability, background or culture. Our values include **Being** polite, **Being** Equipped for learning, **Sticking** and completing the most challenging task and being **Tolerant**, which we remember as **BEST**. Our motto is to: '*challenge mind-sets and raising aspirations*'.

At Abbey College we regard staff well-being as a top priority and we are committed to ensuring our staff are always developing and growing. We have a full and extensive programme of CPD activities throughout the year and regularly share good practice. We have also recently introduced an employee of the month scheme to recognise members of staff who go above and beyond.

For more information about the day to day life and the successes happening at the College, visit our Facebook page: www.facebook.com/RamseyAbbeyCollege.

About Ramsey

Ramsey is a historic English market-town in the district of Huntingdonshire and the county of Cambridgeshire, which was established around the Ramsey Abbey, a Benedictine monastery. Subsequently the town is brimming with history and has retained a quaint, rural feel.

However, do not be fooled, Ramsey is just 20-25 minutes from bustling cities Peterborough and Huntingdon, and its close proximity to the A1 motorway also means it is just 40 minutes from Cambridge and 45 minutes from London from Peterborough train station. Therefore its positioning grants it a perfect combination of both rural charm and city comforts.

Nearby



Job Description: Teacher of Mathematics & Key stage 5 Coordinator

Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The responsibilities of the post will be in accordance with the Teacher's standards, latest School teachers' pay and conditions, school's policies and under the direction of the Headteacher.

Job Role and Purpose:

- Teacher of Mathematics
- Key Stage 5 Coordinator

Responsibilities:

- To ensure good or outstanding classroom teaching of Maths;
- Create schemes of learning that are engaging and effective;
- Ability to use assessment to inform planning for good teaching and learning;
- Experience or desire to be involved in a curriculum initiative;
- Ability to differentiate materials to meet the needs of learners;
- Experience or desire to raise standards of achievements;
- Willingness to continue to develop own expertise;
- Ability to build good relationships with students and colleagues;
- Be well organized and able to obtain accurate records;
- Ability to use data to target intervention;
- Ability to evaluate and adapt methods to ensure continuing progress.

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

A more comprehensive job description and person specification can be found below



Teacher of Mathematics & Key Stage 5 Coordinator

Start: September 2019

Application deadline: 21st March 2019 - 9am

Interviews: To be arranged

Please complete the attached application form and return with a covering letter of no more than one side of A4 to Sandy Cumming
Sandy.cumming@abbeycollege.cambs.sch.uk



Abbey College, Abbey Road, Ramsey, Huntingdon, PE26 1DG

T: 01487 812 352

www.abbeycollege.cambs.sch.uk



ABBEY COLLEGE - MATHS LEARNING AREA

Who are we?

The Mathematics Learning Area is comprised of 11 staff, 2 of whom are part time. We have a forward thinking team of practitioners, who are keen to try new ideas. They have committed to raising the aspirations of our children over the last two years via increased challenge, a focus on planning lessons to enable independent and collaborative learning, and providing high quality feedback. They are dedicated and passionate, with a dynamic new Head of Department leading since May 2018.

The current Learning Area is well established and performs as a strong and supportive team.

The Mathematics Learning Area has been highly successful over a number of years at KS3, 4 and 5. The students study an engaging Mastery curriculum in year 7 and 8. We run a three year KS4 which includes the option of statistics GCSE. The learning area have performed consistently well against progress targets. Uptake from KS4 to KS5 is good and KS5 results have been strong for a number of years; we offer both Mathematics and Further Mathematics.

Would you like to visit us?

We are not as far away as you think, and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school and our Maths department?

What do I do if I want to know more before applying?

If you have any further questions in the meantime, please contact jim.king@abbeycollege.cambs.sch.uk. You will find more information on our website. We look forward to meeting you, and receiving your application. www.abbeycollege.cambs.sch.uk

Job description

This job description should be performed in accordance with the provisions of the *School Teachers' Pay and Conditions Document* and within the range of duties set out in that document.

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to his/her Line Manager or the College's Child Protection Officer.

Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.



JOB TITLE: Teacher of Mathematics & Key Stage 5 Coordinator

SALARY: MPS & UPS +TLR2a

Job Purpose:

Working closely with the Lead Learner of Maths and the SLT Link to facilitate outstanding teaching and learning across the department, which meets the needs of all students and leads to excellent student outcomes. Whilst taking a strategic lead of an agreed whole school responsibility and supporting the Leadership Team to implement the schools vision and strategic aims.

Main Duties /Responsibilities

- To raise standards of Teaching and Learning across the department and the wider school, monitor progress towards agreed aims, in collaboration with the Lead Learner for Maths.
- To provide specialist subject expertise to assist departmental staff, including co-planning with colleagues and advising and training staff on positive behaviours for learning.
- To ensure high standards of Teaching and Learning in Maths and latterly across the school, through CPD, intervention and with the Lead Learner for Maths via the high quality curriculum and Schemes of work. This will include the production of high quality teaching and learning resources and materials for use across the department and School.
- To be accountable, alongside the Lead Learner of Maths for student progress and outcomes.
- Teach outstanding lessons, as a model of good practice within your area, engage with students to ensure that they all make exceptional progress. You will maintain an open door policy for other staff to see model practice.
- To lead, develop and enhance the teaching practice of others within your area across the School.
- To work alongside the Lead Learner for Maths to coach and mentor staff in order to develop their teaching.
- Observe lessons in maths and across the School, feedback to teachers and set appropriate targets; and hold staff to account on these targets.
- Advise and train teachers on classroom management and organisation, lesson planning and appropriate pedagogy.
- Lead groups of CPD activities in area of expertise and evaluate outcomes.
- Support School priorities and targets for the faculty.
- To lead an area of whole school responsibility, develop a vision, create an action plan and build momentum around the achievement of the vision.
- To take on any additional duties as requested by the Headteacher, and appropriate to a member of staff on the Leadership scale.

Safeguarding:

The Teacher of Mathematics & Key Stage 5 Coordinator will have:

- The ability to safeguard and promote the welfare of children and young people.
- Appreciation of the significance of safeguarding and ability to interpret this accurately for all individual children and young people whatever their life circumstances.
- A good understanding of the safeguarding agenda and an ability to contribute towards a safe environment.

Person specification:

Skills, attributes and experience	Essential or Desirable	Assessed through
Qualified teacher with the relevant qualifications and an upper class honours degree.	E	A
Is an outstanding classroom practitioner with the ability to teach their subject to Advanced Level.	E	A/I
Excellent behaviour management	E	A/R/I
Has undertaken recent CPD in areas relevant to this post.	E	A
Has experience of at least Middle Leadership or above.	D	A
Experience of lesson observations and giving effective feedback	E	A/I
Has experience of using strategies to raise achievement.	E	R/ I
Is well organised and able to use their time effectively, including working under pressure and meeting deadlines	E	R / I / IT
Can lead and manage people to work as individuals and as a team, including the ability to delegate, coach, support and motivate.	E	R / I / IT
Be able to deal sensitively with staff and students to resolve conflicts.	E	R / I
Experience of successfully implementing a range of strategies to raise student achievement.	E	A / I / O
Evidence of impact on the quality of learning and teaching	E	I
Ability to use data to analyse performance and manage interventions	E	A / O / I
Leading innovation in learning.	E	A / I
Evidence of delivering or developing a CPD policy and strategy.	D	A / I
Evidence of Curriculum Design or Schemes of Learning.	E	A / I
Understanding of the use of formative and summative assessment.	E	A / I
Evidence of impact on teacher performance	D	A / I
To sustain and grow positive relationships with Parents, Governors and Community to develop learning dispositions.	D	A / I
To be able to evaluate the impact of change and intervention.	E	A / I
To be able to contribute towards evaluating the learning organisation.	E	A / I

Employment Application Form: Teacher

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Please state where you saw this advert:

Vacancy Job Title		
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Part 1: Information for Shortlisting and Interviewing

Initials _____ Surname or Family Name _____

1. Letter of Application. Please enclose a letter of application.

Name, address and telephone number of school					
Type of school	Boys	Girls	Mixed	Age range	Number on Roll
Type of school <i>e.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.</i>					
Job title <i>Please enclose a copy of the job description</i>					
Subjects/age groups taught					
Date appointed to this post					
Salary					
Date available to begin new job					

2. Current/Most Recent Employment: If Non-Teaching

Name, address and telephone number of employer					
Job title <i>Please enclose a copy of the job description</i>					
Date appointed to this post					
Salary					
Date available to begin new job					

3. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	Full or part-time	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

Please enclose a continuation sheet if necessary.

4. Secondary Education and Qualifications

Name of school/college	From	To	Qualifications gained with date

5. Higher Education

Name and address of university, college and/or university education department	Dates		Full or part-time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained
	From	To				

6. Professional Courses Attended as a Teacher

Subject	Organising body	Date(s)	Duration

7. Other Relevant Experience, Interests and Skills

8. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent to this reference being requested before interview.

Yes ☐ No ☐

Second Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent to this reference being requested before interview.

Yes ☐ No ☐

Part 2

Internal Ref. No. _____

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

9. Personal Information

1. Surname or family name		
2. All forenames		
3. Title		
4. Current address		
5. Postcode		
6. Home telephone number		
7. Mobile telephone number		
8. Email address		
9. DfE reference number		
10. Do you have a current full clean driving licence? <i>Only applicable for posts that require driving</i>	Yes	No
11. Do you require sponsorship (previously a work permit)?	Yes	No
If YES please provide details under separate cover.		

10. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

11. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

12. Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

13. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

14. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant: _____

Print Name: _____

Date: _____

Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic group	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		Write in:	
Prefer not to say	REFU		

Sexual orientation	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability	Please tick
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

