

# Key Stage 3 Coordinator Maths



## A Welcome from Jackie Sharman, Principal



Weydon has been graded as Outstanding by Ofsted since 2009. This is, in part, due to its continued and consistent academic success rate. We are ranked in the top 11-16 comprehensive schools in the country according to The Sunday Times Parent Power. In 2019 88% of students gained 5 or more GCSEs at grades 9-4, 75% at grade 9-5 including English and Maths. 45% of students achieved a grade 9-7 including English and Maths.

The school became an Academy in April 2011 and is also a National Support School, earning Leading Edge status. We are a SSAT Schools Network Consultant School. Together with St John the Baptist School in Woking and Salesian School in Chertsey we became a Maths Hub in September 2014. We achieved World Class status in December 2016 and became a Multi Academy Trust, called WMAT, in September 2017. We also host a SCITT working with in excess of 40 teacher trainees each year. All these additions bring exciting opportunities for staff and students.

Our students' achievements are impressive: 96% go onto further education with many going on to Oxbridge. Over the last decade the school has seen rapid improvements including the construction of a theatre, 3G sports pitches, a new Humanities /English block known as The Globe and each faculty area suited in its own facility. We are one of the most oversubscribed schools in Surrey and enjoy an excellent reputation in the community. You will find the level of respect shown between staff and students is a joy. The Weydon staff team is vibrant, hard-working, innovative and up for a challenge. The school enjoys a strong level of staff retention. Teaching and associate staff work well together as a team. Our associate staff members are often leading lights in suggesting and bringing about school improvements. The staff form a close-knit group who enjoy each other's professional and social company, as well as acting as 'critical friends'.

Furthermore, the parents and Governors add further strength to the school. School trips, holidays and visits are plentiful. Staff have an active social scene and the staffroom (The Hub) is well used, reflecting the excellent team atmosphere. As a school we expect the highest standards in teaching and learning. We will require you to take part in extra-curricular activities and to go that "extra mile" for the students. If successful in your application to join Weydon, we will ensure you have every opportunity to develop your skills. It's great fun and there is a real buzz about the place.

Weydon has its own enhanced pay scales and performance management benefits including healthcare package and gym membership. We are ambitious to improve further and so I hope that you consider yourself to be the person to help us continue to improve our performance. This is a wonderful career opportunity to work in a school where kindness and goodwill go hand in hand to make it special.

I look forward to meeting you.

A handwritten signature in cursive script, reading 'J Sharman'.

Jackie Sharman  
Principal

## A Welcome from Nicola Chorley Head of Faculty, Maths



Please feel free to get in touch for any further information.

[nchorley@weydonschool.surrey.sch.uk](mailto:nchorley@weydonschool.surrey.sch.uk)

Dear Prospective Applicant,

Thank you for your interest in Weydon school. It is a very special place. My name is Nicola Chorley and I have been teaching here for over ten years.

I am very proud to lead my faculty. We are a group of friendly mathematicians with a huge range of experience. Some people started their training here and have never left, others have taught A level and some have taught in Primary schools. We have people who have other roles within school as PALs (Head of Year), Assistant Heads and Roles in our local maths Hub, teaching schools, and our trust.

Students have the opportunity to take GCSE Statistics as an option and our higher pathways are taught Further Maths alongside the GCSE. We have a number of extra-curricular clubs, Year 11 stretch and challenge, Escape rooms and home learning support clubs.

We are a large faculty and have a wide variety of interests. We plan collaboratively and everyone supports each other to develop as practitioners. A number of staff, are involved in helping with the Duke of Edinburgh Award scheme, Yoga, Running, Paddle boarding amongst other activities.

Breaktimes and Lunchtime most of the maths team can be found in the hub (staffroom) where we mix with teachers from other areas. It is a friendly and sociable school, which values staff wellbeing. We also meet for cake as a department once a week.

I hope you decide to apply and I look forward to meeting you.

Best wishes,

A handwritten signature in black ink that reads 'NChorley'.

Nicola Chorley  
Head of Faculty Mathematics



## KS3 Coordinator Mathematics

**Start date** September 2023  
**Contract** Full time, Permanent  
**Salary** Attractive - WMAT Teachers Pay Scale  
£29,344 - £44,919 plus a TLR 2B currently £5,019



We are seeking to appoint an outstanding, innovative and inspirational teacher with the passion and enthusiasm to fulfil a key role in the school as a Teacher of Mathematics with responsibility for Key Stage 3, for September 2023. The key is that you are enthusiastic and capable of contributing to a highly effective and supportive Maths teaching team.



Weydon School is a large, ambitious and outstanding school in an unspoilt area of Surrey within easy reach of London. We are the Lead School for the Weydon Multi Academy Trust, comprising of ourselves, Woolmer Hill School, The Ridgeway School, The Abbey School, Rodborough and Farnham Heath End School. The close proximity of these schools allows lots of opportunities for staff collaboration.

The Times frequently rates Weydon School in the top 10 across the UK for 11-16 schools, and achievements in Maths are exceptional. It has been said that we have grammar school outcomes and independent sector facilities; our ongoing and recent successes clearly demonstrate this.

The Maths department has excellent facilities including the purpose built 'Fermat Centre'. Colleagues and the leadership team are highly supportive. Students are respectful and responsive, and are proud to uphold the strong values of the school. If you join us, you will benefit from our extensive CPD programme organised in conjunction with our teaching school.

The curriculum area is a very strong and well-led team of specialist Maths teachers, who have a real love of Maths and generate outstanding results (this year in Maths 48.8% achieved a grade 9-7, 79.4% grade 9-5 and 89.9% grade 9-4).



In addition to the attractive Weydon Pay Scale, we also offer free use of our gym facilities, free extra-curricular sporting activities for staff such as Zumba, circuits, yoga and volleyball, international school trips, enhanced Medical Package, excellent in-house CPD, free refreshments and snacks at break times and even drum lessons. For those looking to relocate there is an option for convenient and affordable staff accommodation. Please ask for more information.



**‘Believe Belong Care’** is at the heart of everything we do at Weydon and is as true for our staff as it is our students. We have high standards and our staff team are vibrant, hard-working, innovative and up for a challenge. We believe in lifelong learning and encourage staff development throughout the school and within the trust. We are proud to have a staff body of almost 200, including newly created

apprenticeships in digital marketing and IT, and Weydon School is a main recruiter in the local area.

Our aim is to continue to develop our existing staff, maintain our excellent staff retention record and ensure everyone has opportunity to develop their skills. We are ambitious to continually improve and innovate and we hope that you consider yourself to be the person to help us build our performance even further.

We are always looking for exciting new staff benefits and currently offer retail discounts, a healthcare package as well as generous performance management benefits. Our student’s achievements are very impressive and we are highly oversubscribed. As an added benefit we offer all staff who have 2 or more years’ service, or those that meet a skills shortage, a priority place for their children’s admission into the school.



For more information on Weydon School and what we can offer you, including virtual tours, interviews with Jackie Sharman, our Principal, our Student Leadership team, as well as an informative video for prospective applicants from Matthew Venton, Deputy Principal and Miranda Francis, HR Officer please visit [www.weydonschool.surrey.sch.uk](http://www.weydonschool.surrey.sch.uk).



Please also keep up to date with us on Facebook, LinkedIn, and Instagram or follow us on Twitter. Our LinkedIn alumni now boasts over 400 of our ex-students and we love hearing about their journey beyond Weydon.

If you would like to discuss the post or have a tour of the school before making an application, you would be very welcome. Please call Miranda Francis, our HR Officer for an informal chat on 01252 725052 or email [recruitment@weydonschool.surrey.sch.uk](mailto:recruitment@weydonschool.surrey.sch.uk)

#### **How to Apply:**

Please return your completed application form, together with a supporting statement, to [recruitment@weydonschool.surrey.sch.uk](mailto:recruitment@weydonschool.surrey.sch.uk).



**All appointments are subject to safer recruitment procedures and an enhanced DBS check.**

<b>Job Profile</b>	<b>Classroom Teacher</b>
<b>Responsible to</b>	Head of Faculty/Curriculum Area Lead
<b>Main Purpose of Job</b>	<p>You are required to:</p> <p>Carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document.</p> <p>Teach specialist subject within the age range 11 - 16 and, if necessary, other subjects commensurate with your expertise.</p> <p>Act as a member of the school's student support and guidance organisation as directed by the Principal.</p>
<b>Focus of Job</b>	Student Facing
<b>Key Tasks</b>	<p>To undertake the effective management of the following tasks:</p> <p><u>Teaching</u></p> <p>Use FLOW teaching and learning strategies to enable students of all abilities and backgrounds to make optimum progress</p> <p>Secure a good standard of student behaviour in the classroom by establishing high expectations in the context of the school's Behaviour Policy</p> <p>Keep appropriate records of students' current and predicted attainments in classwork, internal tests and NEAs</p> <p>Set challenging targets for students based on all relevant available data</p> <p>Set and mark Home Learning according to school and department policies</p> <p>Write reports as directed on students' progress and attainment</p> <p>Ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place</p> <p>Ensure that the classroom presents a stimulating environment by displaying students' work and other materials</p> <p>Where applicable, deploy other adults effectively in the classroom, involving them, where appropriate, in the planning and management of students' learning</p> <p>Support students with Special Educational Needs by providing appropriate work and guidance and, where applicable, contribute to the preparation, implementation, monitoring and review of Individual Education Plans</p> <p><u>Professional</u></p> <p>Attend scheduled department and school staff meetings</p> <p>Attend parents' consultation meetings as directed</p> <p>Participate in the school's performance management scheme</p> <p>Participate in the In-Service Training programmes organised by the school and Other relevant bodies</p> <p>Implement school policies</p>

	<p>Take responsibility for own professional development, setting objectives for improvements</p> <p><u>Form Tutor</u></p> <p>Support the well-being of all members of the tutor group</p> <p>Attend year group meetings as directed</p> <p>Maintain an accurate register of student attendance, including lateness, in Accordance with school guidance</p> <p>Retain absence letters and telephone messages</p> <p>Maintain white slips in a reasonably secure place</p> <p>Ensure effective communication to parents and students through distribution of written material and collection of acknowledgements where appropriate</p>
<b>Additional Duties and Responsibilities</b>	<p>To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body</p> <p>To uphold the school's policy in respect of child protection matters</p> <p>First Aid as required</p> <p>Admin as required</p> <p>Back up for other roles as required</p> <p>Ad hoc duties as required</p>
<b>Training</b>	<p>Training will be provided in school and externally, if deemed necessary to the role</p>
	<p>This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.</p>

### Job Profile

<b>Job Title</b>	<b>KEY STAGE 3 CO-ORDINATOR Maths</b>
<b>Responsible to</b>	Head of Faculty
<b>Main Purpose of Job</b>	To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement within the Key Stage.
<b>Focus of Job</b>	Student Facing
<b>Key responsibilities</b>	<p>The Professional duties of teachers, (other than the Principal) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p> <ul style="list-style-type: none"> <li>• Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li> <li>• Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li> <li>• Giving guidance, support and encouragement to staff and leading in-service development sessions</li> <li>• To be accountable for securing the highest standards of pupil achievement across Key Stage 3, monitoring and evaluation of pupil achievement and setting targets for improvement</li> <li>• To lead, develop and enhance the teaching practice of others in the Key Stage by evaluating, supporting, guiding and target setting</li> <li>• To be accountable for the strategic leadership and management of Key Stage 3, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies</li> </ul>
<b>Key Tasks</b>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Inspire department members by personal example and hard work.</li> <li>• Play a major role in the School's middle management assisting the Principal in creating a vision, sense of purpose and pride about the Department and its work.</li> <li>• Co-ordinate the production and maintenance of the scheme of work for Key Stage 3.</li> <li>• Assist in maintaining discipline in the Department including supporting staff during lessons when appropriate.</li> <li>• Identify and applaud areas of success for individual teachers and the Department.</li> </ul>



- Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
- Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
- Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.

#### **Curricular/Departmental Development**

- Contribute towards continuity and progression within the whole school curriculum.
- Contribute to the Department development plan, its implementation and the part it plays in the whole school development.
- Develop with others comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- Develop with others departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
- Assist in monitoring and evaluating the teaching in the Department.
- Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
- Work with the SENCO to ensure IEPs are used to set subject-specific targets, and match curricular materials and approaches to pupil needs.
- Ensure that the department supports the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.

#### **Liaison/Communication**

- Meet regularly and work with the CTL for professional support and develop effective departmental management.
- Oversee and monitor the accuracy of assessments and work effectively with the exam officer on examination entries.
- Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils.
- Liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.

	<p><b>SUBJECT SPECIFIC DUTIES</b></p> <ul style="list-style-type: none"> <li>• Organise the development and monitoring of the Key Stage 3 scheme of work.</li> <li>• Organisation and assessment of students within the Key Stage.</li> <li>• Initiate and maintain the provision of extra-curricular activities related to Maths.</li> <li>• Manage a programme of events and challenges to encourage student involvement, interest, creativity and participation in further study in maths.</li> </ul> <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> </ul>
<b>Additional Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body</li> <li>• To uphold the school's policy in respect of child protection matters</li> <li>• First Aid as required</li> <li>• Admin as required</li> <li>• Back up for other roles as required</li> <li>• Ad hoc duties as required</li> </ul>
<b>Training</b>	Training will be provided in school and externally, if deemed necessary to the role
<b>Required attributes</b>	<ul style="list-style-type: none"> <li>• The ability to develop positive relationships with students, parents, and peers</li> <li>• High Expectations of themselves, peers, students</li> <li>• Resilience and determination to be successful and ambitious for the school and the children</li> <li>• A commitment to personal CPD and ambitions to continue to learn and improve knowledge, strategies and performance</li> </ul>
	This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.