



CJT/DP

7 January 2021

Dear Applicant

Head of Faculty: Mathematics – Full time (39 Weeks)

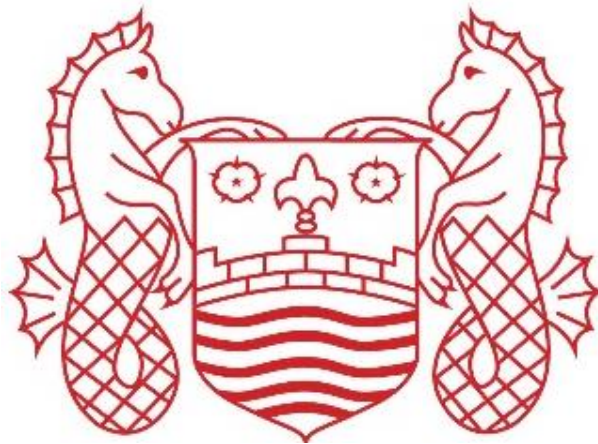
Thank you for your enquiry about the post of Head of Faculty: Mathematics at The Netherhall School and The Oakes College. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

The closing date for all applications is **Thursday 21 January 2021 at midday**

Please send your completed application form, together with a letter of application to Ms Martyna Rownicka, HR Administrator, hr@netherhallschool.org

Yours sincerely

Chris Tooley
Principal



Information for Applicants

Netherhall School, including The Oakes College Cambridge, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

An Anglian Learning School



Information for applicants

About Us

The Netherhall School has been offering high quality education in Cambridge for over 145 years and boasts a strong recent track record of exceeding national performance targets and expectations.



Netherhall School has developed and grown since it welcomed its first student on the 9 January 1871 and has adapted constantly to the needs of the community and the changing demands and ethos of the educational sector. The history of the school encompasses being a grammar school, a comprehensive school in 1974, a Foundation school and now an Academy. For many years it was the only school in Cambridge that offered a 6th Form and, still today, is the only school based Sixth Form offering A Levels.

In February 2016, Netherhall School became an Academy, joining with Bottisham Village College, to become part of the Bottisham Multi Academy Trust. Bottisham Village College has an Ofsted rating of Outstanding in all areas and the alliance allows the sharing of good and outstanding practices and to share experiences and strengths which are only gained with time. On the 1st September 2016, the trust grew to four schools with the addition of Sawston Village College and Bassingbourn Village College, two high performing schools just outside Cambridge. At the same time, the name of the trust changed to 'Anglian Learning'; this has brought increased opportunities for collaboration and career development. The Trust has continued to grow in recent times with the addition of primary and secondary institutions and now comprises of 13 schools, both Primary and Secondary.

Our examination results over recent years have been excellent with A level results in excess of targets and GCSE results well above national benchmarks. Our Progress 8 score has been consistently positive which, given the inclusive nature of the school, is impressive: schools in Cambridgeshire do not permanently exclude students so these figures contain student who, in other authorities, would be taken off roll.



Our Students

Netherhall School is set on the outskirts of Cambridge and serves both the City and the surrounding rural villages. As a result, student admissions are from a diverse range of backgrounds

We want all of our students to feel happy and secure. We have a well-developed pastoral care system and staff genuinely care about the students as individuals. We encourage students to

assume and enjoy responsibility as Duty Students and through our Student Ambassador and Leadership schemes. Our highly skilled staff work closely with students, monitoring their progress to ensure they achieve their potential. There is an excellent student volunteer peer-counsellor scheme and students are encouraged to play an active part in the running of the school through the School Councils. We understand that students need a range of skills and opportunities to fulfil their potential and therefore encourage students to undertake a full range of extra curriculum activities in addition to the educational requirements. Staff give their time freely to run a very broad range of activities from the traditional sports and drama to Warhammer Club and Language Leaders.

The Ofsted report of October 2018 gave a rating of Good in all areas with some areas of outstanding strength. Typically, we are not resting on our laurels and pushing forward to gain even stronger judgements next time around.

Many of our students choose to stay at Netherhall for seven years, progressing from Year 7 through to our highly successful sixth form, The Oakes College, Cambridge. The centre has an excellent reputation in the City of Cambridge and beyond and many students join us from other schools for their post-16 studies. We have an impressive track record in placing students in Higher Education, including Oxbridge and in employment.

In 2019 the A levels qualifications gained by students were impressive with 36% of grades at A* - B; 62% A* - C and 99% A* - E.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main school priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise. Cross collaboration between other local schools and schools in the Trust is also encouraged so that best practice is formulated.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy school events such as concerts or staff socials and there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Leadership Team

Mr Chris Tooley	Principal
Mr Richard Wilson	Deputy Principal
Mr Daniel Berry	Deputy Principal
Mr Steve Lewis	Assistant Principal
Mr Tom Hunter	Assistant Principal
Mr Chris Woods	Assistant Principal
Miss Helen Parfect	Assistant Principal
Mr Karim Marsaoui	Head of Oakes College Cambridge (6 th form)
Mr Sean Dooley	Senior Teacher – Curriculum Renewal

The Oakes College

Oakes College Cambridge, formerly known as Netherhall Sixth Form Centre, has a long tradition of supporting young people to achieve excellence at A-level and Applied courses. The Oakes College builds on these great foundations, embracing its role as a key provider of post-16 education for the Anglian Learning Trust. We provide continuity of high-quality education, both for students who have progressed through Trust schools and for those adding the richness and diversity from within the high-quality educational landscape of Cambridgeshire.

Oakes College is all about people; ambitious students who are determined to achieve; committed professionals who love teaching and a dedicated pastoral support team. We take pride in knowing each student as an individual and our ethos of “Inspiring, Individual, Inclusive” is reflected in everything we do.

For further information about The Oakes College, please visit website: <https://oakescc.org/>

Cross-Site Roles

One of the benefits of being a member of a larger Trust is that certain staff with particular skills can be utilised by all the schools within the Trust. The Trust has and is developing a structure which ensures that all schools within the Trust are fully supported in key areas:

Ms Charity Main – Finance Director

Mr Richard Mayer – ICT Director

Mrs Claudine Bateman – Head of Operations

Ms Kathryn Oliver – Director of HR

Partnership with Parents

We are a warm and welcoming community which places a high importance on working with families and getting to know each of our students as individuals. We engage with parents through a variety of mediums; parental internet, regular newsletters, Parents' Evenings, written progress reports as well as individual responses to queries. We are keen to engage parents from all backgrounds and to adopt strategies which will enable us to communicate better with all parents regarding their child's progress and development.

The Parents and Friends of The Netherhall School (PFNS; or Puffins!) meet regularly to put on school events but also to provide the stakeholder feedback so vital to continuing and deepening relationships.

Equal Opportunities

Netherhall School is an Equal Opportunities employer.

THE MATHEMATICS DEPARTMENT

The department consists of 7 full-time Maths teachers and 4 part time or multidisciplinary staff. The Maths suite is based in the new atrium building and has 9 classrooms and a workroom. All classrooms are equipped with data projectors and whiteboards, all staff have their own laptop and there are several networked computer rooms. There are a variety of textbooks, revision guides and workbooks for our year groups.

Students have previously been taught in sets in KS3 but are currently taught in mixed ability groups in response to covid requirements. They are grouped by mathematical ability in years 10 and 11. There are typically seven classes in each year group. The setting of students is based on both proven ability and the potential to achieve.

The department is now following the kangaroo maths 7 year scheme of work. It is designed to give pupils a deep understanding of mathematical concepts. In year 11 students take the AQA linear GCSE. Our GCSE results, including the last set of externally examined GCSE results, are well above the national average. In summer 2019, 79% of students achieved a Grade 4-9, 28% achieved a Grade 7-9 and 100% achieved grades 1-9.

We offer a range of mathematical enrichment opportunities to students including the Maths challenge, GCSE Statistics and GCSE Further Maths.

In the Sixth Form, we have 2 A-level Maths classes and an A-level Further Maths Class in each of the years. The course 'Core Maths' has proved very popular and we have expanded it to have 2 Core Maths classes in year 12 this year. The department uses the Edexcel specification for the maths and further maths courses. Class sizes are small with the teaching shared between two teachers for each course.

The department has a record of excellent academic results and innovative teaching. We are looking for an enthusiastic teacher to join the team and to play a full part in the life of the school. The timetable will include the full range of age and ability levels.

JOB DESCRIPTION

HEAD OF FACULTY MATHS TLR 1b

Responsible to Senior Leadership Line Manager

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. The job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Core Purpose

- To provide leadership and direction for the faculty and, where relevant, all the individual subjects contained within the faculty, and to ensure that it is managed and organised to meet the aims and objectives of each subject and those of the school as a whole.
- To be responsible for securing high standards of teaching and learning as well as playing a major role in the development of school policy and practice.
- To be accountable for student progress, standards and development within the subject areas of the faculty

A Strategic Direction and Development of the Faculty

1. To contribute to the development of whole school policies and practices and to develop your professional voice as a reflective and pro-active member of the school's leadership teams.
2. To be actively involved in decision making and policy development across the school, leading and managing necessary change within your team.
3. To lead a faculty team within the framework of the teachers' standards and the professional expectations of the school.
4. To lead and manage the processes of curriculum development in a period of national change affecting Key Stages 3, 4 and 5.
5. To contribute to regular line management meetings in keeping with school priorities, policies and procedures.
6. To be responsible for the strategic direction and development of the faculty, including budgets, curriculum change, improvement planning and self-evaluation.
7. To implement whole school appraisal policies undertaking performance management reviews for members of your team.
8. To participate in the whole school initial teacher training programme.
9. To work with faculty link governors to report on the work of the faculty team.
10. To establish and maintain clear lines of communication with parents/carers, governors and other stakeholders at a level appropriate to this role.

11. To liaise with colleagues in partner schools, further/higher education, employers and awarding bodies on matters relating to student performance.

B Responsibility for leadership and management in the following areas

1. Student achievement and progress

1. To maximise achievement by ensuring that the curriculum offer is both accessible and challenging for all students.
2. To lead and manage the scrutiny of student performance data relating to
 - a. Individuals
 - b. Classes
 - c. Subjects
3. To lead and manage the interventions and support required for students to be achieving their target levels/grades or better
 - a. Identifying students who are falling behind
 - b. Devising action plans for vulnerable and target individuals or groups
 - c. Implementing and evaluating appropriate interventions
4. To lead the faculty in closing gaps in progress and attainment for disadvantaged students including
 - a. Pupil Premium students
 - b. Students with Special Educational Needs and/or Disabilities
 - c. Other vulnerable individuals or groups
5. To develop and implement clear faculty guidelines on
 - a. Evidencing student progress at regular intervals
 - b. Using a variety of assessment methods
 - c. Work sampling and focus group interviews
6. To manage arrangements for preparing students for all public examinations.
7. To liaise with parents / carers on matters relating to progress, work and behaviour, to lead the quality assurance of reports issued to parents / carers and to ensure that communications with home are in accordance with school policy.

2. Teaching and learning

1. To contribute, alongside Senior Leaders and other Heads of Faculty, to the whole school understanding of “deep learning”, to develop excellent practice and to liaise with other colleagues on matters relating to improving standards.
2. To ensure that the principles and policies relating to both *Assessment for Learning* and *Behaviour for Learning* are applied across the faculty.
3. To lead the planning, implementation and monitoring of schemes of learning in line with whole school policies and priorities, ensuring
 - a. Challenging and relevant learning objectives and outcomes
 - b. Suitable resources and materials
 - c. Guidance on teaching methodology

4. To ensure the development and delivery of new examination specifications at both Key Stages 4 and 5.
5. To create a stimulating learning environment which
 - a. Encourages positive attitudes and a sense of discovery
 - b. Ensures a strong staff presence in the corridors and other shared spaces within the school
 - c. Maintains high expectations and clear targets for both staff and students
6. To monitor and assess the quality of teaching within the faculty including the development of robust observation practices.
7. To monitor, assess and develop the role of subject teachers including the coaching and mentoring of trainees, and newly or recently qualified teachers.
8. To ensure the implementation of clear policies for assessing, recording and reporting in line with whole school policies and procedures.
9. To provide, where appropriate, information and guidance to students and parents / carers regarding the KS4 curriculum, Year 9 option choices, and progression at 16+ and 18+.
10. To ensure that appropriate arrangements are put in place for classes when staff are absent, liaising as necessary with the cover manager.

3. Efficient and effective deployment of staff and resources

1. To manage resources efficiently and effectively, maintaining a close scrutiny of budgets, paying close attention to value for money and ensuring a balanced faculty budget.
2. To develop short, medium- and long-term plans for the development and resourcing of the faculty.
3. With the support and guidance of senior colleagues, lead and manage the deployment of staff, contribute to timetabling decisions and arrange student groupings to maximise the effective use of resources and expertise.
4. To manage all essential routines to ensure the efficient day to day delivery of teaching and learning within the faculty and to manage resources efficiently.
5. To ensure that staff development and training needs are identified and addressed and that new teachers are appropriately inducted, supported and assessed.

In addition, to perform any other duties which are consistent with the requirements of the post.

C Additional Specific Responsibilities

1. To be Tutor of an assigned Tutor Group and carry out related duties in accordance with the general job description of Form Tutors.
2. To maintain a high profile for the subjects within the faculty across the school through activities beyond the classroom such as fixtures, competitions, productions, trips and visits.

3. To play a full part in the life of the school community, to support its ethos and to encourage staff and pupils to follow this example.
4. To ensure the faculty website is up to date and relevant.

D General Duties

1. All teachers are responsible for safeguarding and promoting the welfare of children.
2. To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
3. To carry out a share of supervisory duties in accordance with published schedules.
4. To contribute to the supervision and, so far as practicable, teaching of any pupils whose teacher is not available to teach them subject to the conditions of employment.
5. To participate in appropriate meetings with colleagues and parents / carers relative to the above duties.

NETHERHALL PERSON SPECIFICATION

POST: Head of Faculty

This specification is informed by the TDA Professional Standards for Teachers

Attribute	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Degree in related subject QTS 	<ul style="list-style-type: none"> Further qualification &/evidence of continuing professional development
Experience	<ul style="list-style-type: none"> Successful teaching experience during ITT placements &/as a fully qualified teacher Outstanding track record of attainment and progress with students Effective middle-management curriculum leadership 	Experience in a fully comprehensive school across the spectrum of age and ability
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Able to work collaboratively with others Able to form good relationships with students. Able to motivate students Energy and enthusiasm Flexibility Excellent organisational and classroom management skills Excellent communication and interpersonal skills Expertise in the teaching of the relevant subject including evidence of excellence in own work as a practitioner Outstanding knowledge about the curriculum and the imminent changes A reflective practitioner Track record of high-impact teaching and leadership An interest in leading and managing targeted intervention for students of all abilities 	<ul style="list-style-type: none"> Ability to teach A-Level ICT competency Willingness to get involved in the broader life of the college through extra-curricular activities Excellent time-management
Other requirements	<ul style="list-style-type: none"> High standards of behaviour in the professional role Commitment to form and maintain appropriate relationships and personal boundaries with young people Commitment to safeguarding and promoting the welfare of young people Satisfactory DBS check, Medical Clearance and References. 	

Netherhall School & Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment



Bottisham Village College
Lode Rd, Cambridge
CB25 9DL, United Kingdom
01223 811250
office@anglianlearning.org
www.anglianlearning.org

Privacy Notices – Job Applicants

Under data protection law, individuals have a right to be informed about how Anglian Learning uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we process personal data about individuals who apply to Anglian Learning for a job.

Who we are

For the purposes of Data Protection legislation, the Academy Trust, Anglian Learning, is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Anglian Learning
c/o Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or dpo@theictservice.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

The Categories of information that we process include:

We process personal data relating to those applying to work within our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

This information will be held anonymously, once the recruitment process has been completed.

How we use your information

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils.
- The processing is necessary for the performance of our education function which is a function in the public interest.

Less commonly, we may also use personal information about you where:

- You have given consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

How we collect job applicant information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make it clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.



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How long we keep your personal information

Personal data we collect as part of the job applications is stored in line with our data protection policy and Document Retention Policy. When it is no longer required, we will delete in accordance with these policies. These policies are available on the Anglian Learning website:

<https://anglianlearning.org/financial-documents/data-protection/>

Data Sharing

We will not share information about you with third parties without your consent unless the law allows us to.

Where it is legally required, or necessary, we may share personal information about you with:

- Our HR and Payroll providers:
Education Personnel Management
St Johns House
Spitfire Close
Ermine Business Park
Huntingdon
Cambridgeshire
PE29 6EP
<https://www.epm.co.uk/contact/>
- Professional advisers and consultants
- Employment and Recruitment Agencies

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the recruitment process which is in the public interest.
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm

Transferring data internationally

Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Director of HR, koliver@anglianlearning.org.

More information about your rights is available in our data protection policy on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

Complaints

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.

To make a complaint please contact Claudine Bateman, Director of Operations on cbateman@anglianlearning.org. You can also contact our Data Protection Officer on dpo@theictservice.org.uk or by letter addressed to:

Paul Stratford
Speke House
17 Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

On line: <https://ico.org.uk/concerns/>