



# **Uckfield Community College**

**Recruitment Information  
Booklet**

**Teacher of Mathematics (MPS)**

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield Community College and thank you for taking the time discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield Community College.

I feel sure that you will identify Uckfield Community College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: [www.uckfield.college](http://www.uckfield.college). If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. UCTC is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry  
Principal



# About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

- “Teachers make better use of assessment information to plan work that meets the needs of all pupils.”
- “Teachers make good use of technology available.”
- “Teachers have worked collaboratively... to increase the level of challenge for pupils.”
- “Teachers... ensure a consistent approach to feedback.”
- “Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups.”
- “Pupils feel that their teachers listen to them in lessons and that they are well challenged.”
- “Students said that the extra-curricular provision has expanded.”



The Lead Inspector also wrote some wonderful comments about our students:

- “Pupils are typically very well behaved.”
- “Pupils are friendly, polite and there is a harmonious atmosphere in the school.”
- “Pupils say that homework tasks extend their current learning and provide additional challenge.”
- “Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge.”

What runs through the letter are Ofsted’s findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



## Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



## Our Staff

We are exceptionally proud of our staff here at UCTC, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



# Teacher of Mathematics (MPS/UPS)

<b>Hours</b>	Full Time
<b>Commencement</b>	September 2018
<b>Contract</b>	Permanent

## The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 15<sup>th</sup> January 2018 at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college).

## The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Lesson Observation
- Tour of the College
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

# Job Description

**Job Title:** Teacher of Mathematics

**Responsible To:** Curriculum Leader of Mathematics

## **Main Purpose of the Job**

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal.
- To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and develop standards of students' learning, achievement and attainment.
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

## **Job Dimensions**

- Students: accountable for the oversight of learning of those students allocated to the post holder, engaging and motivating in the classroom and building team commitment with colleagues.

## **Key Accountabilities**

**Strategic Direction and Development:** Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole College improvement.

Where appropriate to:

- promote the general progress and well-being of individual students and of any class or group of students assigned to the post holder;
- identify clear teaching objectives through planning and specify how they will be taught and assessed and ensure best use of time;
- set tasks which challenge students and ensure high levels of interest and expectations including SEN and gifted and talented;
- set clear targets building on prior attainment;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- maintain discipline in accordance with the college's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework;
- use a variety of teaching methods and strategies including key skills of literacy, numeracy and ICT;
- ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate own teaching critically to improve effectiveness;
- ensure the effective and efficient deployment of classroom support;
- prepare students for public examinations where relevant;
- register the attendance of students in lessons in line with the college policy.

**Leading and Managing Staff:** provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning.

Where appropriate to:

- use performance data to evaluate students' progress and set appropriate targets for improvement;
- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognize the level at which the students achieving;
- undertake assessment of students as requested by examination bodies, departmental and College procedures;
- prepare and present informative reports for parents and other external agencies as appropriate;
- make records of reports on the social needs of students;
- provide or contribute to oral and written assessments, reports and references relating to individual and groups of students.

## Curriculum Development

- Contribute to the development of Schemes of Learning and lesson planning within the curriculum area.

**Teaching and Learning:** secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.

- Have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the College;
- establish effective working relationships and set a good example through own presentation and personal and professional conduct;
- endeavour to give every student the opportunity to reach their potential and meet high expectations;
- monitor student progress and implement intervention strategies;
- be committed to safeguarding and promoting the welfare of students in all lessons and related activities and contribute positively and effectively to the Every Child Matters agenda;
- provide guidance and advice to students on educational and social matters and on further education and future careers;
- maintain good order and discipline among students and safeguard their health and safety when they are engaged in authorised College activities elsewhere;
- participate in arrangements for students presentation for examinations;
- supervise and so far as practicable teach any students whose teacher is not available to teach them following the current Pay and Conditions;
- participate in meetings at the college which relate to the curriculum, administration or organization of the college.

## Communication

- Communicate and consult with the parents of students and Governors where appropriate;
- communicate and cooperate with persons and external agencies and participate in meetings arranged for any of the purposes described above;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and events with partner schools;
- contribute to the corporate life of the College through effective participation in meetings and management systems necessary to co-ordinate the management of the College;
- co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the College, department and students.

## Deployment of Resources

- Review from time to time own methods of teaching and Schemes of Learning;
- participate in arrangements for own further training and professional development as a teacher;
- participate in arrangements for own supervision and training whilst serving in an induction period;
- participate in arrangements for the appraisal of own performance and that of other teachers;
- take responsibility for own professional development and duties in relation to College policies and practices;
- contribute to the professional development of other teachers e.g. the induction of new teachers.

## Quality Assurance

- Embed the College's High Reliability practices in order to sustain and develop high quality teaching and learning.

*Refer to the current 'Conditions of Employment for Teachers other than Head Teachers' from School Teachers' Pay and Conditions Document from the DfE.*

*This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.*

*This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually.*

## Person Specification: Teacher of Mathematics

	Essential Criteria	Desirable Criteria
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Good Honours Grade</li> </ul>
<b>Subject</b>	<ul style="list-style-type: none"> <li>Able to teach KS3 and KS4 Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Able to teach subject to A Level</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>Excellent classroom teacher</li> <li>High quality interpersonal skills</li> <li>Displays commitment to the protection and Safeguarding of children and young people</li> <li>Team player</li> <li>Flexible</li> <li>Proactive and able to make decisions</li> <li>Ambitious, personally and for the College</li> <li>An educational vision focused on students</li> <li>Excellent range of communication skills; listening as well as speaking, presenting, writing</li> <li>Resilience</li> <li>Positive 'can do' attitude</li> </ul>	<ul style="list-style-type: none"> <li>Aware of strategies to raise student achievement</li> </ul>

# Role of Form Tutor

**Line Manager:** Director of Year

## Professional Duties

- To act as the first point of contact between home and college and to advise and guide parents and students on a day to day basis.
- To get to know the students in the tutor group and strive to be aware of backgrounds as these will affect the student's performance in college.
- To establish a positive relationship between tutor and the student so that the tutor is aware of both danger signs and indications that the group and individuals are functioning well.
- To encourage each student to take a full part in college activities.
- To be a source of information about the college and to interpret college policy to the students as it affects them.
- To maintain high standards of college uniform with all students in the group.
- To liaise with senior pastoral staff about students in difficulty or trouble.
- To complete the form register and to do so in a well-controlled manner so that the information recorded is accurate and in accordance with the notes in the staff guide.
- To check (using Google Classroom) and encourage students to:
  - complete homework that is set; and
  - hand homework in on time.
- To ensure that all absences are covered by letters or telephone calls from parents. Directors of Year should be notified when a Form Tutor is unable to obtain a satisfactory reason for absence either from the students or from contact with the parents directly.
- To monitor students' academic progress through profiles/reports and data/progress analyses. To make a meaningful and appropriate comment on social and academic progress made as required by the style of the report.
- To co-ordinate appropriate intervention strategies to support students' academic and social progress.
- To deliver the set tutor programme during Personal Development Time and PSHE.

# Departmental Structure and Organisation 2017/2018

## Mathematics Department

### Staff

Lisia Muller	Curriculum Leader of Mathematics (Acting)
Julian Pope	Assistant Curriculum Leader / KS3 Leader of Mathematics
Victoria Green	Assistant Curriculum Leader of Mathematics - Teaching & Learning
Duncan Curtis	Assistant Curriculum Leader of Mathematics - KS5
Jamie Bowie	Assistant Head (Curriculum Modelling & Data) and Teacher of Mathematics
Andrew Grant	Director of Year and Teacher of Mathematics
Sophie Abbott	Teacher of Mathematics
Sarah Chapman	Teacher of Mathematics
Andrew Gorman	Teacher of Mathematics
Charlie Jones	Teacher of Mathematics
Marcus Littlejohns	Teacher of Mathematics and Lead Practitioner Mathematics
Katie Lawrence	Teacher of Mathematics
Phil Ball	Teacher of Mathematics
Marian Barbu	Teacher of Mathematics
George Sambrook	Trainee Teacher of Mathematics

### Accommodation

The Department benefits from 14 classrooms housed in a suite each being equipped with an interactive whiteboard. There is a small office, which is situated in the Mathematics Corridor.

All full-time colleagues have their own teaching room.

### Resources

All teaching rooms have:

- Promethean boards
- Calculators, and other essential everyday mathematical equipment
- A full range of Mathematics equipment is centrally stored including a class set of graphic calculators

## Mathematics Provision

- Years 7, 8 & 9 Students are taught in sets for three periods per week. Students from Year 7-9 currently follow the new spiral curriculum.
- Years 10 and 11 Students in Year 10 and Year 11 will have 4 lessons of Maths per week. The setting is slightly tighter in Years 10 and 11 with 6 sets per side. Edexcel Linear Mathematics is taught at Foundation and Higher levels. Teachers use a variety of shared resources to support learning, and active, rich learning experiences are encouraged.
- AQA Statistics is taught to students who opt to study the three separate Sciences at GCSE, in a weekly one-hour session.
- Our most able mathematicians have the opportunity to study Further Maths GCSE instead of Statistics.
- Year 12 AQA AS Mathematics is offered with the options of two Pure Mathematics units coupled with either Mechanics or Statistics Mathematics and is taught in five periods with an additional period to support students in any weak areas.
- AQA AS Further Mathematics with Statistics or Mechanics is also offered and is taught in four periods per week.
- Year 13 All the above AS courses are offered at A2 and taught in five periods per week.

## Public Examinations

- Years 10/11 Edexcel Linear GCSE Mathematics  
Edexcel Statistics with centre assessed coursework  
AQA Further Mathematics
- Year 12 AQA AS Mathematics, Further Mathematics and Statistics
- Year 13 AQA A2 Mathematics, Further Mathematics and Statistics

## **Additional Information**

We have strong links with local primary schools and offer Master Classes for high achievers in the Spring Term, and a Maths Challenge toward the end of Term 5.

Departmental Meetings are scheduled at regular intervals and are used to discuss Curriculum developments, teaching and learning. We also have joint professional learning time as a department once a week after school which is used for a variety of teaching and learning developments including developing the scheme of learning, joint planning, and our Moodle site.

# The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at UCTC, [hr@uckfield.college](mailto:hr@uckfield.college). Your application should comprise:

- A letter of application, which includes reference to those aspects of your experience, personality, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 15<sup>th</sup> January 2018 at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include meetings with key members of the team, a lesson observation, a tour of the College and formal interviews.

If you require any further information please contact Caroline Selden at UCTC on 01825 764844, extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college). Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email [t.fletcher@uckfield.college](mailto:t.fletcher@uckfield.college).

# Uckfield Community College

*Love Learning for Life*



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