






Abbey College

# Teacher of Mathematics

## Recruitment Schedule:

Application Deadline:
9am 23rd September 2019

Interviews: TBC

## Teacher of Mathematics

Start: 1st January 2020

Salary: MPS/UPS



Dear Applicant,

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

Our results continue to increase and in 2019, 70% of our GCSE students achieved the top 4-9 grades in both English and Maths, with 51% achieving 5-9. We also had another year of strong Alevel results with 40% achieving A* or A grades and 78% achieving A*-C.

Our collective aim is to ensure that all students experience happiness, while they are challenged to meet goals and achieve their dreams, alongside celebration, reflection and tradition.

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 are on a journey to reach Outstanding and we require a Teacher of Maths to help drive this vision. The successful applicant will have the opportunity to teach all key stages and 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.

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

The Abbey College Spirit is the set of virtues that underpins our school community. The spirit comprises of three key virtues: humility, intuition and passion, which we expect all members of our school community to work towards. The schools' reward system is based around the virtues; students are recognised when they demonstrate these in lessons as well as in the wider life of the school and beyond.

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.

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

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.

## Teacher Expectations:

- Good or outstanding classroom skills
- Ability to create effective lesson plans
- 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 ICT effectively to engage students

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 belo

ABBEY COLLEGE
Aspire & Challenge

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

T: 01487 812 352

www.abbeycollege.cambs.sch.uk

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

*ABBEY COLLEGE - MATHS LEARNING AREA*

*DETAILS FOR APPLICANTS*

## Who are we?

The Mathematics Learning Area is comprised of ten staff, one of whom is 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 establishing starting points, increased challenge, a focus on planning lessons to enable independent and collaborative learning, and providing high quality feedback. They are dedicated and passionate, with an experienced new Head of Department leading from September 2019.

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 the CMAT 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 with 50% of students achieving A*-A in 2019; we offer both A level Mathematics and Further Mathematics.

## Would you like to visit us?

Our department has seven dedicated, and flexible classrooms, the usual treasure trove cupboard full of old and new books, and desktop computers and smart boards in most rooms.

We are not as far away as you think, and driving through the countryside each morning is a very pleasant way to start you 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 janet.oswell@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 via the online reporting system MyConcern or where there is an immediate risk directly to a member of the Designated Safeguarding team.

***Abbey College – Subject Teacher, Specification***

| | | Met | To be addressed by |
|---|---|---|---|
| Education and Qualifications | • Qualified Teacher Status<br>• First/Second Class Degree<br>• Willingness to continue to develop own expertise (evidenced through continuing professional development).<br>• Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people. | | Application |
| Teaching Experience | • Evidence of consistently good or outstanding teaching and learning.<br>• Evidence of good or outstanding classroom management skills.<br>• The ability to use ICT effectively to engage students.<br>• The ability to create effective lesson plans.<br>• An understanding of how to use assessment to inform planning for good teaching and learning.<br>• The ability to differentiate materials to meet the needs of learners.<br>• Experience or desire to be involved in a curriculum initiative.<br>Experience or desire to raise standards of achievement. | | Application/Interview |
| Personal Qualities and being an Ideal Team Player (Humble, Intuitive and Passionate) | Humble by:<br>• accepts praise and praises the team, apologising immediately when necessary;<br>• uses good manners, humour appropriately and allows others to speak and be heard;<br>• shows a willingness to model what the team has agreed.<br>Intuitive by:<br>• actively listens and maintains good eye contact;<br>• pays attention and remembers the detail;<br>• chooses the time and method of communication to suit the circumstances to build positive relationships. | | Interview |

| | | | |
|---|---|---|---|
| | Passionate by:<br>• being solution focused and uses positive language;<br>• volunteering to contribute to the team beyond their immediate role;<br>• publically displaying and living the school values<br>• having a sense of responsibility for the team and their objectives;<br>• being curious, proactive, ambitious and optimistic. | | |
| Skills, Knowledge and Aptitude | • Excellent subject knowledge.<br>• Good ICT skills and their application to teaching with subject specialism.<br>• Good/outstanding classroom practitioner able to motivate students.<br>• Able to build good relationships with students and colleagues.<br>• Ability to communicate effectively with different audiences, orally and in writing.<br>• Well organized and able to maintain accurate records and track students performance.<br>• Awareness of current educational developments.<br>• Ability to reflect on practice. | | Application/Interview |
| Commitment | • Committed to inclusive education.<br>• A belief in the value of individuals and that every child genuinely matters. | | Application/Interview |

**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.
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Internal use only
Reference no:
Date received:

# 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 | | |

## 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 *e.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.* | |
| Job title<br>*Please enclose a copy of the job description* | |
| 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<br>*Please enclose a copy of the job description* | |
| 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 | |
| | | | | | | |
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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? *Only applicable for posts that require driving* | Yes No |
| 11. Do you require sponsorship (previously a work permit)? | Yes No<br><br>**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<br>Do you consider that you have a disability? | Please tick |
|---|---|
| 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 | |