

**OVERTON GRANGE SCHOOL**

**Details of the post and appointment procedure**

**Key Stage 3 Maths Co-ordinator**

# POST

**Title of Post:**  Key Stage 3 Maths Co-ordinator

**Full or Part Time:** Full or part time will be considered for suitable candidate

**Salary:** Teachers’ Outer London Pay Scale + TLR 2b (currently £4,530 p.a.)

**Commencement Date:** September 2019

**Equal Opportunities:** Overton Grange School is committed to Equal Opportunities

**Safeguarding Children:** The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Appointment is subject to a satisfactory medical report, two suitable references and successful candidates will be required to undergo the Disclosure and Barring Service (DBS) enhanced disclosure process.

All applicants should be eligible to work in this country and will be asked to provide evidence at interview.

Applications are welcomed from both Newly Qualified Teachers and experienced teachers.

# APPOINTMENTS PROCEDURE

**Closing Date for Applications:** 14 February 2019\* – applications to the Headteachers’ PA, Mrs Linda Owens, Overton Grange School, 36 Stanley Road, Sutton, Surrey, SM2 6TQ **by 12.00 noon**. Candidates should complete the application form and address the person specification in a statement of no more than 2 sides.

Provision will be made for the acceptance of applications in alternative formats, where appropriate. For example, information can be received on audiotape, typed on a separate sheet or completed on behalf of the applicant. CVs alone will not be accepted as they will not address the person specification and relevant details may be omitted. If shortlisted candidates send an electronic application they will be asked to sign these on the day of interview.

**Visits to the school:** Prospective candidates may wish to visit the school. Please telephone Mrs Owens to arrange an appointment.

**Interview Date:** To be confirmed –\* we reserve the right to interview and appoint prior to the closing date.

**The selection procedure will include:**

* The candidate teaching a lesson
* An interview

You should be aware that in addition to assessing your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours;
* attitudes to the use of authority and maintaining discipline.

Candidates will not receive any further communication unless they are shortlisted.

**REFERENCES**

Please give full postal address for all referees, **including, where possible, an e-mail address**. Open references and testimonials alone are not acceptable. If shortlisted, any relevant issues arising out of references will be taken up at the interview.



**OVERTON GRANGE SCHOOL**

**Job Description**

**Key Stage 3 Maths Co-ordinator**

**Responsible to:** The Head of Maths

**Responsible for:** Teaching Maths to all key stages

The post will involve:

1. **The Learning Experience of pupils by:**

1. teaching Maths across the full range of age and ability, following departmental schemes of work and the National Curriculum;
2. contributing to the development of departmental schemes of work and assessment;
3. setting and marking homework according to school and departmental policies;
4. integrating the development of key skills (numeracy, literacy and ICT) into their teaching;

1. monitoring and assessing students according to departmental and whole school policies;
2. contributing to departmental meetings;
3. maintaining a safe and attractive learning environment;
4. fostering business and community links
5. being willing to contribute to enrichment programmes such as Young Enterprise

2. **The co-ordination of a Key Stage for staff and students by:**

(a) Assisting the Head of Department in monitoring and maximising teaching and learning across the Key Stage.

(b) Provide efficient administration, organisation and resource management for Key Stage 3.

(c) Overseeing assessment, recording and reporting for Key Stage 3.

3. **Participation in** **school-wide activities by:**

(a) promoting the school's ethos and equal opportunities policy;

(b) contributing to the further development of whole school policies and practices;

(c) serving as a tutor with responsibilities for student academic tutoring, behaviour,

welfare and guidance;

(d) carrying out appropriate school duties, including general lunchtime duties on a voluntary basis.

e) promoting and safeguarding the welfare of students for whom they have responsibility or with whom they come into contact.

4. **The undertaking of other tasks and responsibilities as directed by the Head of the Department**



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| **ATTRIBUTES**  **OVERTON GRANGE SCHOOL**  **Person Specification**  **Teacher of Maths** | ESSENTIAL | DESIRABLE | **EVIDENCE** |
| QUALIFICATIONS | 1. A good degree in Maths, encompassing a broad range of knowledge 2. Qualified teacher status |  | * Application form |
| **PROFESSIONAL**  **DEVELOPMENT** | 1. Commitment to undertake professional training / development relevant to the post. 2. Clear and firmly held personal philosophy of education 3. Good subject knowledge 4. Seeking Career Progression | 1. Up-to-date knowledge of wider current educational developments/Legislation | * Letter of application * Application form * References * Interview |
| **EXPERIENCE** | 1. An excellent classroom practitioner 2. Strategies to improve students’ attainment and achievement 3. Effective approach to behaviour management 4. Ability to teach basic skills across the full secondary age | 1. Producing and evaluating Schemes of Work 2. Provision of extra-curricular activities 3. Ability to oversee tutor groups’ academic, social and personal development | * Letter of application * Application form * References * Interview |
| **SKILLS AND PERSONAL**  **CAPABILITIES** | 1. Commitment to promote the vision of the department and maintain its high profile 2. High level of written and oral communication skills 3. Ability to relate effectively to students, colleagues and parents 4. Ability to demonstrate enthusiasm and originality within the classroom 5. Incorporate IT into the teaching, learning and organisation of their department. 6. Ability to monitor, evaluate and review 7. Ability to work calmly and effectively under pressure 8. Strong organisational, personal time management and planning skills 9. A shared approach to problem-solving and achieving goals; ability to work as a member of a team | 1. High level ICT literacy 2. Interest in developing collaborative ways of working | * Letter of application * Application form * References * Interview |
| **OTHER PROFESSIONAL ATTRIBUTES** | 1. Individual requirements of job description 2. Contribute to the whole school and extra-curricular activities 3. Teach other subjects as required at least to the lower school 4. Commitment to contribute to school life 5. Set a good example with regard to dress, punctuality and attendance. 6. Energetic and self motivating 7. High expectations of self, students, department and college 8. Enjoyment of challenge 9. Willingness to implement the School’s Equality and Diversity Policy and to work within the School’s Health and Safety Policy 10. Commitment to safeguarding and promoting the welfare of children and young people and willingness to work within the School’s Child Protection Policy and the ability to contribute to pastoral work | 1. Interest in developing links / partnerships with feeder primary schools / the wider community 2. Awareness, understanding and commitment to equal opportunities | * Letter of application * Application form * References * Interview |



# Mathematics Department - Information for Candidates

Mathematics is an established and popular subject in which students respond to the high expectations of all staff and to the demands of the mathematics curriculum. Students are well motivated in mathematics lessons and they are achieving very well against school and national averages.

**Staffing**

The Mathematics Department consists of the Head of Department, Co-ordinators for KS3, KS4 and KS5 and five full/part time specialist teachers.

**Accommodation**

The department has nine fully resourced rooms. Each room has an interactive whiteboard, plus a roller whiteboard. There are three fully equipped ICT rooms that can be booked for use with a whole class.

**Students**

Students are taught in a mixture of sets and mixed ability for KS3. Year 7 is taught as mixed ability up to October half term when they are then set. Years 7-9 are placed into sets 1&2 and then two mixed ability classes for each half side of the year group. Year 10 students are set from 1-4 and are again taught in half year groups. In Year 11 there are five sets in each half year group. Students with special needs are all taught within the department with some in class support. The department has an HLTA who teaches small intervention classes from Years 7-9.

**Time Allocation**

The timetable is based on a 2 week rotation with 5 one-hour lessons a day. Mathematics will be taught in 8 single periods in Years 7&8 and in 7 single periods from Years 9-11. At A level we have 10 lessons in Year 12 and 8 in Year 13 over the two week cycle.

**Curriculum/Schemes of Work**

The KS3 course is based around the medium term plans for Mathematics, mainly using Essential Maths published by Elmwood. In addition to these we use other materials such as 10 ticks; other textbooks, worksheets and ideas are used throughout the course as support for an enrichment/extension.

The students at KS4 are entered for Edexcel (9-1) specification at GCSE.

The Department also subscribes to *MyMaths.*.

At KS5 we will be following the Edexcel A level. Further Maths is also offered to selected students.

**Policies and Procedures**

The department has a comprehensive handbook and a detailed development plan, both of which are seen as working documents and subject to continual review and updating.

All policies and practices currently used in the school are evaluated regularly. This includes the policies and practices within the Mathematics Department. Department meetings provide a regular forum for professional dialogue, self-evaluation, mutual support and sharing good practice.

**Cherry Allanson**

**Head of Maths**

**January 2019**