# City of London Academy Highbury Grove

**Post**: **Curriculum Leader Maths**
**Grade**: **Inner London Pay Scale + TLR 1a £13,288**
**Start date: September 2019**

We are looking to recruit a dynamic, skilled and creative Curriculum Leader who is passionate about Maths education. With responsibility for managing the Maths team you will need strong leadership and interpersonal skills that promote high quality teaching. You will be responsible for the development and management of this forward thinking department. You will be a highly ambitious teacher wanting to move up to the Senior Leadership Team within 3-5 years.

Following on from our outstanding 2018 GCSE and A Level results we are looking for a Curriculum Leader who will embrace our drive to ensure that maths is at the core of our curriculum and has students' progress at the forefront of their teaching

This is a fantastic opportunity to be part of the team to bring the Academy forward to achieving its ambition to be an Outstanding Academy.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

We believe exceptional teachers create exceptional results; they transform lives and transform futures. They support every student to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society. We believe that exceptional teachers like you should be supported too, with all the opportunities you need to develop and achieve your goals.

As part of the country's best performing Trust for the new Progress 8 measure at KS4, the City of London Academies Trust is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

If you would like to build your future with us and be part of this exciting journey, please visit www.highburygrove.cola.org.uk/staff-vacancies to download a job pack and application form. Completed forms should be emailed to hr@highburygrove.cola.org.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced Disclosure and Barring check will be required.

**Closing date: Tuesday 23 April 9.00am. Interviews will take place week commencing 22 April 2019.**

# Curriculum Leader – Maths job description

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| **Post:** | Curriculum Leader – Maths |
| **Grade** | Inner London Pay Scale + TLR 1A £13,228 |
| **Responsible to:** | Vice Principal/Assistant Principal |

**Job Purpose**

**The Curriculum Leader – Maths will be expected to:**

- Work with the Senior Leadership Team to secure the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, providing outstanding leadership that establishes the academy as a leading provider of high quality education for its students.
- Deliver the highest possible educational standards and create a high expectation culture in which students feel safe, valued and motivated to succeed.
- Assist the Senior Leadership Team in the effective day-to-day organisation and management of the academy and contribute to the leadership capacity of the academy.
- Secure the achievement of specified Key Performance Indicators and targets for Maths as identified in the Academy Strategic Plan.
- Manage standards of learning and behaviour in the department on a day-to-day basis ensuring staff are supported, have high expectations and are fully committed to their students achieving outstanding outcomes.
- Provide high quality professional leadership and management for Maths teachers to support high quality teaching, effective use of resources, and high standards of learning and achievement for all students.
- Support the delivery of exceptionally high standards of literacy and oracy across the academy.
- Be accountable for the attainment and progress in Maths of all students at the academy.
- Be prepared to support the overall aims of the academy by teaching a subject other than Maths where reasonably required and by showing flexibility in approach as the academy expands.
- Be prepared to occupy a one year temporary position on the Senior Leadership Team, on rotation or by appointment.
- Aspire to create enrichment opportunities for students to perform at local and national level, in line with language programmes and facilities that can be found in the Trust's most successful independent schools.

**Key Responsibilities**

**Be accountable to the CoLAT through the Senior Leadership Team, Governing Body and CEO for:**

- The attainment and progress in Maths of all students at the academy.
- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Advising and reporting to the Senior Leadership Team as required.

**Contribute (with the academy Senior Leadership Team) to:**

- Developing the aspirations and self-belief of all students, thereby securing high quality outcomes for all.
- Developing strong productive relationships with a wide range of stakeholders to maintain a learning community that strives for personal growth.
- Effective self-evaluation of outcomes, practice and consequent planning for improvement for the academy.

**Lead teaching and learning in Maths through:**

- Teaching Maths to all age groups, in particular the most difficult and crucial exam classes.

- Regularly using data to monitor and evaluate the progress and attainment of groups and individuals across all year groups in Maths and putting in place appropriate interventions to improve their achievement.
- Fulfilling the requirements of all academy policies.
- Maximising students' progress and attainment in Maths by liaising closely with the Senior Leadership Team, other Subject Leaders and teachers and the Faculty of Learning.
- Liaising with local feeder schools to ensure smooth transition of skills and content from KS2-3.
- Monitoring the setting and completing of homework in MFL.  Being a form tutor and Personal Adviser.

**Fulfil leadership and management responsibility through:**

- Line managing, performance managing and coaching staff within the Maths department.
- Developing the work of the Maths department, raising the level of attainment in Maths in accordance with academy targets and expectations.
- Challenging underachievement and underperformance of students and staff at all levels and ensuring appropriate action is taken.
- Monitoring and identifying underachieving students from performance data.
- Visiting lessons regularly to ensure the quality of teaching and learning in Maths is closely monitored.
- Patrolling corridors regularly to ensure high standards of behaviour in the Maths department and around the academy site.
- Promoting exemplary standards of conduct, ensuring a continuous and consistent focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.
- Providing an approachable, authoritative and visible presence in and around the academy.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Fulfilling a strategic leadership role as part of the academy Middle Leadership Team, contributing to the development of the academy and its policies.
- Performing other duties to be determined in discussion with the Senior Leadership Team.

**Strengthening Community**

- Develop, implement and maintain effective strategies to promote engagement of the whole academy community. In particular to establish effective relationships with all parents/carers and promote their involvement in their children's learning and academy activities.
- Actively support the diversity of the academy's communities and students.

**Safeguarding and Promoting the Welfare of Children**

- Have knowledge of, and adhere to, safeguarding policies and procedures.
- Ensure a safe and supportive academy culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.

**Other Responsibilities**

- Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.
- Ensure equality of opportunity for all staff to facilitate their continuing professional development.
- Be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance Working Together to Safeguard Children in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

**Standards/Quality Assurance and Additional Responsibilities**

- Fulfil a negotiated teaching commitment and be an excellent classroom practitioner.
- Uphold the academy's behaviour code and uniform regulations.
- Develop links with governors, LEAs and neighbouring schools/academies.
- Conduct assemblies, detentions and duties as designated by the Principal.
- Support extended day activities to enhance students' learning experiences.

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Lead, attend and participate in meetings, open evenings and student performances.  Compile statistical returns as required.

**Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

**Associated Duties**

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken in the course of employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that professional duties are discharged effectively.

**Special Conditions of Service to Note**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Parent Days, Consultation Weeks, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: ……..

Signature of postholder: ……..

Signature of Chair of Governors: ……..

# Person specification

| | Essential | Desirable |
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| **Qualifications** | | |
| Educated to degree level or equivalent | ✓ | |
| Qualified teacher status | ✓ | |
| Evidence of continuing professional development | ✓ | |
| **Experience and skills** | | |
| Leadership experience, including managing staff and students | | ✓ |
| Demonstrable experience of improving student outcomes | ✓ | |
| Experience of having made a significant contribution to the success of an academy through its leadership, student outcomes and ethos | | ✓ |
| Experience of effective quality improvement within a school environment | | ✓ |
| Understanding of innovative approaches to teaching and learning | ✓ | |
| Understanding of the National Curriculum and OFSTED Framework | ✓ | |
| Demonstrable experience of high quality teaching and learning | ✓ | |
| Experience as a form tutor and/or pastoral work | ✓ | |
| Positive effective strategies for whole school behaviour management | ✓ | |
| Experience of supporting staff to optimise attainment and progress of students | ✓ | |
| Ability to use data and ICT effectively to assess performance and raise achievement | ✓ | |
| Experience of working with children with significant barriers to learning | ✓ | |
| Ability to organise whole school/year based activities | ✓ | |
| Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND | | ✓ |
| Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to professional development of staff, achievement of department aims, and to the efficient running of the faculty | ✓ | |
| **Teaching and Learning** | | |
| Outstanding learning secured for students through outstanding teaching and a calm, orderly environment | ✓ | |
| Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes | ✓ | |
| **Vision and Strategy** | | |
| Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families | ✓ | |
| Willingness to engage with parents in order to encourage their close involvement in the education of their children | ✓ | |
| Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards | ✓ | |
| Knowledge of the Academy Strategic Plan and the role to be played by the Subject Leader for Maths | | ✓ |
| **Leadership** | | |
| Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction | ✓ | |
| Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed | ✓ | |
| Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students | ✓ | |
| Strong organisational skills and the ability to delegate to others and hold them to account for outcomes | ✓ | |
| A deep commitment to the safeguarding and wellbeing of all students | ✓ | |

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| **Leading Relationships with Stakeholders** | | |
| Commitment to working with others to secure the best outcomes for children | ✓ | |
| Skilful management and understanding of how to inspire and secure strong relationships with other academy staff, families, trustees and other external relationships | ✓ | |
| **Work-Related Personal Qualities** | | |
| Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards | ✓ | |
| Demonstrate personal and professional integrity, including modelling values and vision | ✓ | |
| Commitment to support the aims of the Trust | ✓ | |
| Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour | ✓ | |
| Evidence of commitment to and understanding of collective responsibility | ✓ | |