



**Recruitment Pack**

Required for September 2020 start

**Teacher of Maths**

Salary MPS/UPS

NQTs are welcome

Closing Date: Tuesday 25 February at 9am

Interviews: W/C 2 March 2020

**In the interests of economy, we regret that we are unable to acknowledge all applications.**

Birches Head Road  
Birches Head, Stoke-on-Trent  
Staffordshire, ST2 8DD

Telephone: 01782 233595  
Fax: 01782 236647

Email: [info@bircheshead.org.uk](mailto:info@bircheshead.org.uk)  
Web: [www.bircheshead.org.uk](http://www.bircheshead.org.uk)

## A Message from the Headteacher

Dear Applicant,

Thank you for downloading this application pack and for your interest in becoming a Teacher of Maths for Birches Head Academy, in Stoke-on-Trent.

This is an exciting time at Birches Head Academy as the academy has made dramatic improvements and seen a complete culture change in recent years resulting in growing numbers of children applying for places .

The Academy works in partnership with a number of schools both locally and nationally. We also work closely with many of our local Secondary schools as well as our primary feeder schools and colleges to ensure all students have the very best opportunities and outcomes.

The Academy has excellent facilities and has undergone extensive building work under Building Schools for the Future.

I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to 'Aspire to be More'. If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs J Bracegirdle, Head's PA and Office Manager by email on [jbracegirdle@bircheshead.org.uk](mailto:jbracegirdle@bircheshead.org.uk) .

Yours faithfully

Ms K Dixon  
Headteacher

## Our Academy Vision

We seek to build a community where our students have the social, intellectual and cultural capital to have:

- Unlimited ideas and dreams
- A vision of what they want to achieve in life and how to achieve it
- A strong sense of duty and of service to others
- Care and compassion for each other
- Choice filled lives and be good people

Above all else, we want our students to experience fullness of life, where the sort of person that they become is of paramount importance. This is articulated in our motto “Aspire to be More”

We want to be the best school in the city and one of the best in the country, so that all our pupils have the best education and pupils to model positive behaviours based on mutual respect and social integrity. Our community has a consistent culture of high expectations so that everyone can achieve their full potential. We will celebrate achievement and swiftly address underachievement. By doing this we will instil into our pupils a desire and the means to be the best and make a positive difference in our world.

## The Department

The mathematics department is at an exciting point. Between 2014 and 2018 the department has seen an improvement in student progress. We have a full complement of maths specialists, including a SEN support member of staff. The team is led by an experienced and established head of department who has enabled strong foundations to be put into place, on which to build and develop the department and the teaching of mathematics. The team have also worked with a respected consultant to develop the skills to become a high performing team. We are seeking a hard-working, creative and strong team worker, someone who is willing to share good practice as well as learn from others. If those are qualities you feel you possess, Birches Head Academy welcomes your application for this post.

The team comprises of:

- Head of Mathematics
- Second in Department
- 5 Full time mathematics teachers
- 1 support assistant for Mathematics

A Deputy Headteacher is the senior line manager for mathematics.

## Facilities

All rooms are equipped with interactive whiteboards, data and electrical outputs that enable individual and collaborative work using digital media. Laptops promote individual learning and are available along with portable devices, including i-pads, digital cameras, a learning gateway and technical support through our central resource.

## Curriculum

The KS3 curriculum is delivered over 2 years, and follows a Scheme of Work that is bespoke to each class and is not age specific. Students are assessed 3 times per year in line with the school data entry system, and this information is used to monitor progress and inform planning. Students are set according to ability in both key stages 3 and 4.

At KS4 the department at present offers:

- GCSE Mathematics

We are currently following the OCR linear Mathematics specification over 3 years, both higher and foundation.

## The Context

The City of Stoke-on-Trent is in the West Midlands and has a population, of 249,000, which is predominately white British but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education. The 'Potteries' as Stoke-on-Trent is affectionately called is renowned for its world class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics heritage and Performing Arts tradition.

With a 10% increase in the number of children, education is of critical importance to the future prosperity of the City, and the BSF programme has established excellent facilities for our young people.

## Our Academy Values

### **As a student of Birches Head:**

- I will have self-belief and the social skills to continue to succeed in an ever-changing world
- I will take pride in my efforts and have the confidence to celebrate my successes
- I will embrace challenges and opportunities; I will make a positive contribution with honesty and integrity

### **Staff of Birches Head will:**

- Inspire you to grow in confidence, resilience, self-respect and with a sense of responsibility
- Foster a sense of pride in you and celebrate your successes
- Expand your horizons, challenge you to reach your full potential and realise your aspirations

## Job Description

Birches Head Academy wishes to appoint an experienced and Maths Teacher to support the work of the Academy. Birches Head Academy 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 subject to an Enhanced DBS Identity Check under the rehabilitation of Offenders Act (1974).**

Candidates called for interview will be required to provide photographic proof of identity, proof of address and original qualification documents.

### **PURPOSE OF THE POST**

#### **1. TEACHING**

- Plan work in accordance with subject schemes of work and National Curriculum programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Learning Support Assistants attached to any teaching group.
- Take account of students' prior levels of attainment and use them to set targets for future improvements and plan curriculum provision
- Set work for students absent from school for health or disciplinary reasons.
- Maintain good classroom management by adherence to the advice given to staff in the staff handbook and elsewhere.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour policy.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.

#### **2. ASSESSMENT, RECORDING & REPORTING**

- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work in line with school policy and provide constructive oral and/or written feedback and clear targets for future learning as appropriate.
- Carry out assessment programmes (e.g. reports) as agreed by the school policy.
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

#### **3. PASTORAL WORK**

Undertake responsibility for a personal tutor group as required including tutor/student interviews.

- Be the first point of contact for parents of students in the personal tutor group.
- Monitor the social and academic progress of individuals in the personal tutor group.
- Be prepared to undertake responsibility report writing, references and other forms of record for personal tutor group and support the application process to post 16.

- Promote good attendance and punctuality and monitor in accordance with the school's attendance procedures.

## **PROFESSIONAL STANDARDS**

- Support the aims of the school to promote a “learning community”.
- Treat all members of the community, colleagues and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as open evenings. (as appropriate to their responsibilities).
- Support the ethos of the school by upholding the behaviour policy, uniform regulations etc.
- Take responsibility for own professional development and participate in staff training when provided.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the staff handbook, subject team and house documentation etc.
- Participate in the management of school by attending various team and staff meetings as published in the school calendar.
- Undertake duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake professional duties that may be reasonably assigned to them by the headteacher.
- Be proactive and take responsibility for matters relating to health and safety

## PERSON SPECIFICATION

TEAM: MATHS

APPOINTMENT OF: MATHS TEACHER

MINIMUM REQUIREMENTS		MEASURED BY:	
		A) APPLICATION B) TEST/EXERCISE C) INTERVIEW	
<u>JOB DESCRIPTION FOR TEACHER</u>	ESSENTIAL	DESIRABLE	
TEACHING			
	Y		
Liaise with relevant colleagues on the planning of units of work for collaborative delivery.	Y		
Work in collaboration with Learning Support Assistants attached to any teaching group.	Y		
Take account of students' prior levels of attainment and use them to set targets for future improvements and plan curriculum provision		Y	
Set work for students absent from school for health or disciplinary reasons.	Y		
Maintain good classroom management by adherence to the advice given to staff in the staff handbook and elsewhere.	Y		
Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour policy.		Y	

Set appropriate and demanding expectations for students' learning, motivation and presentation of work.	Y	
The ability to teach Science		Y
<b>ASSESSMENT, RECORDING &amp; REPORTING</b>		
Maintain notes and plans of lessons undertaken and records of students' work.	Y	
	Y	
Carry out assessment programmes (e.g. reports) as agreed by the school policy.	Y	
Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.		Y
Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.	Y	
<b>3. PASTORAL WORK</b>		
Undertake responsibility for a personal tutor group as required including tutor/student interviews.	Y	
Be the first point of contact for parents of students in the personal tutor group.	Y	
Monitor the social and academic progress of individuals in the personal tutor group.	Y	
Be prepared to undertake responsibility report writing, references and other forms of record		Y



for personal tutor group and support the application process to post 16.		
Promote good attendance and punctuality and monitor in accordance with the school's attendance procedures.		Y
<b>PROFESSIONAL STANDARDS</b>		
Support the aims of the school to promote a "learning community".	Y	
Treat all members of the community, colleagues and students, with respect and consideration.	Y	
Treat all students fairly, consistently and without prejudice.	Y	
Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.	Y	
Promote the aims of the school by attendance at and participation in events such as open evenings. (as appropriate to their responsibilities).	Y	
Support the ethos of the school by upholding the behaviour policy, uniform regulations etc.	Y	

### How to Apply

If you decide to apply for this post please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be **no longer than 2 sides of A4** and should address:

- Why the post attracts you
- How your experiences and achievements match the job and person specification

Please return your completed application to: [jbracegirdle@bircheshead.org.uk](mailto:jbracegirdle@bircheshead.org.uk) (Office Manager)

Please note, it is the policy of Birches Head Academy to contact shortlisted candidates only.

### Key Dates

**Closing Date: Tuesday 25 February at 9am**

**Interviews:** W/C 2 March 2020

### Academy Location

**Birches Head Academy:**

Birches Head Road  
Stoke on Trent  
ST2 8DD  
01782233595  
Email: [info@bircheshead.org.uk](mailto:info@bircheshead.org.uk)

### [Additional Information](#)

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Information about Stoke City council: [www.stoke.gov.uk](http://www.stoke.gov.uk)



The School/Academy obtains references as part of the pre-employment process. As part of the reference details relating to your employment, our standard form asks for your absence record e.g. number of days and number of occasions in the last two years, details of any disciplinary records you might have on file and information on your conduct and performance.

Upon receipt of this data it would be reviewed by the appointing manager and HR will hold this information on your personal file for the duration of your employment, it would then be destroyed in line with current requirements.

In line with the new General Data Protection Regulation and Data Protection Act 2018, we require your consent to request this information from your referees.

In order to consent to the School/Academy requesting the information outlined above please sign and date the below to confirm that you are happy for us to proceed on this basis.

Name: .....

Signature: .....

Date: .....

Once completed, please return this form to:-

Office Manager