



HEAD OF MATHS
TLR 1B
SEPTEMBER 2019

You will either be an experienced Head of Department keen to transfer your success to a new school or an ambitious and driven teacher keen to lead a Department for the first time. Either way we want you to be a subject specialist passionate about Maths who shares our belief in the centrality of subject disciplines to Academy life.

We don't want to make teachers jump through hoops or submit intricate lesson plans; we just want you to be a subject expert who wants to ensure that every pupil you teach falls in love with your subject and develops an appreciation as to how Maths can enable you to make sense of the world around you.

At Phoenix Academy we are developing a culture where the highest standards are expected of staff and students. We were recently graded 'Good' in all categories by Ofsted and are looking for the right candidate to strengthen our team. Phoenix is a dynamic and demanding school and one where students and staff are exceptionally well supported.

ABOUT YOU:

The ideal candidate will share in the Future Academies Trusts belief and vision that with the right teaching every student will reach their full potential and that schools serve their families and the local community as well as their pupils.

You will be immersed in the emerging science of learning and demonstrate outstanding teaching that allows both students and the Academy to realise and reach their full potential. You will receive high levels of support and coaching and be allowed to develop into a highly reflective and effective leader.

A Future Academies teacher is:

- Passionate about their subject and have excellent academic qualifications and thorough subject knowledge.
- Aligned with our educational vision and committed to a knowledge-led curriculum, with high ambitions for pupil attainment and in the central role of the teacher as expert.
- Able to combine academic rigour and achievement with enjoyment of the subject.
- Committed to providing a high standard of pastoral care.
- Equipped to deliver strong classroom management.
- An inspirational leader, with the capacity to develop excellence in others.
- A good communicator, with outstanding planning and organisational skills and the ability to unify and motivate a team.
- Committed to safeguarding and promoting the welfare of children.
- Committed to wider school life and be willing to engage in a range of extra-curricular activities.

We can offer you:

- * Free access to our leisure centre which includes a swimming pool, fitness suite and dance studio
- * The opportunity to work with enthusiastic and happy pupils
- * The chance to help rapidly improve the most important school in London
- * Excellent CPD focused on outstanding teaching and learning
- * Access to the Trust Future Leaders programme and multiple leadership development opportunities
- * The expertise and support of senior leadership and colleagues across the Future Academies Trust
- * An area well served by public transport, plus ample car parking on site

To apply: please visit our website www.futureacademies.org or www.phoenixacademy.org.uk to download further information and an application form. Please email a letter of application outlining why you consider yourself suitable for the role and the completed form to recruitment@phoenixacademy.org.uk

Closing date: 21/05/2019

Phoenix Academy, The Curve, London W12 0RQ

Please note that Future Academies reserves the right to appoint at any stage during the recruitment process so early applications are encouraged.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

Job Description – Head of Maths

Job Title: Head of Maths

Reports to: SLT

Responsible for: To lead the teaching of Maths, with passion, creativity and to promote our whole school ethos and practice

Salary: TLR 1b

Disclosure level: Enhanced

RESPONSIBILITIES:

1. To lead, manage and develop the curriculum provision within a specified learning area.
2. To develop the quality of teaching and learning within a specified learning area.
3. To actively support the vision, ethos and policies of the Academy.
4. To promote and safeguard the welfare of children you teach or come into contact with.

JOB PURPOSE:

To provide leadership for department in the Academy, in consultation with the Assistant Headteacher, staff, parents and Academy Council, which brings about high standards of education.

All leaders in the Academy share in devising strategies for raising achievement and ensuring high standards of behaviour.

OUTCOMES:

Achievement and standards

- Set high expectations and stretching targets for your areas of responsibility which contribute significantly to Academy targets.
- Ensure a consistent and continuous focus on student achievement using data to track and monitor the progress in every student's learning.
- Evaluate student progress across the specified aspects of the department through the use of appropriate assessments and records and regular analysis of the data.
- Ensure that teachers within the learning area set, track, evaluate and report on individual student progress towards their targets.
- Use national, local and Academy data effectively to analyse and evaluate student progress; planning and implementing effective interventions to support students within your subject area
- Ensure that teachers within the department monitor students' work giving formative, next step feedback and targets for improvement in line with the Academy Assessment policy.
- Ensure that appropriate procedures are in place mark and within your department for the moderation teacher assessments to ensure reliability.

Professional Standards

- Commitment to a collaborative Academy vision of excellence and equality that sets high standards for every student
- Ability to analyse and evaluate performance data.
- Take appropriate action when performance is unsatisfactory within their specified areas of responsibility.
- Have a good knowledge and understanding of assessment

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Quality of Provision

- Raise the quality of teaching and learning so that lessons are good or better and there is no inadequate teaching within the department.
- Monitor the quality of teaching and students' learning through the analysis of performance data, observation of teaching, work scrutiny, student interviews in collaboration with the senior leadership team.
- Construct, revise and develop schemes of work within your subject area with accompanying learning materials ensuring that they meet statutory and legal requirements and provide a range of teaching and learning methods that personalise the learning experience for students giving the equality of opportunity to make progress.
- Prepare students for end of Key Stage examinations and assessments.
- Contribute to the development of teaching and learning by supporting training programmes, coaching and mentoring of teachers.
- Develop and maintain Academy policies and practices which promote high achievement and inclusion through effective teaching and learning across the Academy.
- Seek opportunities to collaborate with other Academies, innovative and high achieving schools
- Implement strategies that ensure high standards of behaviour.
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- Have a teaching commitment in line with other Heads of Department within the Academy.

Professional Standards

- Ensure a culture of challenge and support where all students can achieve success.
- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- Ability to initiate and support research and debate about effective teaching and learning and develop strategies to improve performance.

Leadership and Management

- Take strategic oversight for the improvement and development of your subject area.
- Play a key role in creating an environment within the Academy where students and staff develop and maintain positive attitudes towards each other, the environment and community.
- Develop and review of the Department Improvement Plan, Self Evaluation and the related documentation.
- Line manage designated teaching and support staff working collaboratively to raise student achievement and attainment across the Academy and provide effective support, guidance, challenge and information for all staff within your department.
- Take an active role within the Academy's Performance Management policy in addition to promoting and providing induction and Continuous Professional Development opportunities to ensure the professional effectiveness of teaching and support staff colleagues.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities.

Professional Standards

- Act as a lead professional, setting a professional example to staff and students.
- Know about the use of a range of evidence, including performance data, to evaluate and improve aspects of school life, including challenging poor performance.
- Able to delegate and monitor the implementation of management tasks

Personal Development and Well-Being

- Lead within your department the implementation of the personalised learning agenda, raising achievement and improving the quality of teaching, learning and support within the subject area.
- Ensures a consistent and continuous focus on student achievement, using baseline and progress data to monitor progress within your department.

- Recognise and reward students who are making good progress, and identify underachievement putting in place appropriate support to address the areas of weakness.
- Support the extended school programme including visits.
- Treat all members of the school community fairly, equitably and with respect to create and maintain the Academy ethos.

Professional Standards for Teachers

- Have a commitment to choice and flexibility in learning to meet the needs of every student.

Views of Learners, Parent/Carers and other Stakeholders

- Ensure an effective partnership with parents and carers to support students' academic and personal development.
- Ensure parents and carers are well informed about their child's progress and targets.
- Prepare guidance materials within your specified aspects for parents and carers to help them support their child's learning.

Professional Standards

- Recognises and takes account to the richness and diversity of the Academy's community.
- Builds and maintains relationships with parents, carers and the community that enhances the education of all students.

Professional Development

- Keep up to date with current research in school improvement in the specified areas of responsibility.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Provide regular coaching and mentoring for less experienced colleagues.
- Participate in Performance Management accordance with Academy policy.

Professional Standards

- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- Build a collaborative learning culture within the specified areas of responsibility.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.

Person Specification

Characteristic	Essential	Desirable	How assessed
Education and Qualifications	<ul style="list-style-type: none"> Teaching Qualification in Mathematics Good Honours Degree or equivalent 	<ul style="list-style-type: none"> Additional qualification or expertise to contribute to Academy enrichment Ability to contribute to other subject delivery Commitment to further professional training 	Application Certificates
Experience	<ul style="list-style-type: none"> Successful KS3 and KS4 teaching experience in Mathematics Successful relationships with learners Successful leadership of an aspect of the maths curriculum High levels of Value Added within examination groups 	<ul style="list-style-type: none"> Development of intervention strategies leading to higher levels of success 	Application Interview Lesson Observation References
Knowledge and Skills	<ul style="list-style-type: none"> Ability to teach full range of students at KS3 & 4 Understanding and commitment to the application of new technology as a tool for learning Attainment data interrogation 	<ul style="list-style-type: none"> IWB experience/proficiency Curriculum numeracy development 	Application Interview Lesson Observation References
Personal Qualities	<ul style="list-style-type: none"> Good communication and organisational skills Energy, ambition and enthusiasm Commitment to an inclusive ethos with the belief that every students counts Ability to lead and work as part of a team Adaptability and resilience 		Interview References

Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our Academy's. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure staff in a teaching capacity are not subject to a prohibition order or an interim prohibition order. Teachers from the EEA are also subject to a check for any restrictions/sanctions. Those appointed to a management position will be subject to a 'Section 128 direction' to ensure they are not prohibited from taking part in the management of a school.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September, 2018.
2. Longlisted candidates 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, 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 Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

Invitation to Interview – please bring with you:

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- Documentary proof of address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post
- Evidence that you have the right to work in the UK

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Phoenix Academy – The area

This area has fantastic transport links. It has five underground stations which together link Shepherd's Bush to the Central, Hammersmith & City and London Overground lines. The closest station is White City and Shepherd's Bush and Wood Lane are within easy walking distance. Journey times are:

- Liverpool Street: 26 minutes
- Canary Wharf: 41 minutes
- Waterloo: 28 minutes
- Bank: 23 minutes

There is ample free parking on-site.

Shepherd's Bush has superb entertainment provisions and arts facilities. It's a very active and vibrant area in West London. It has extensive retail facilities, including the Westfield Shopping Centre, the largest urban shopping centre in Europe. Shepherd's Bush has the postal code W12.

