



HEAD OF MATHS

Etonbury Academy

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Dear Colleague,

Welcome to BEST (Bedfordshire Schools Trust) and thank you for expressing an interest in joining Team Etonbury.

Etonbury Academy has an excellent reputation as a wonderful place to work and attracts exceptional applicants from across the region and further afield.

This pack has been collated to provide you with all the information you need to enable you to apply for this role. However, if you would like any further information, or would like to make a visit to Etonbury, please do not hesitate to Victoria Lockey, School Manager.

Come and be part of our exciting journey.

Yours sincerely,

Dr Alan Lee
Chief Executive Officer
Bedfordshire Schools Trust

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TEAM Etonbury – Together Everyone Achieves More

BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility

ABOUT BEST

BEST comprises seven flourishing academies delivering first choice education from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

ABOUT ETONBURY ACADEMY

Working at Etonbury is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. Etonbury Academy has expanded and developed rapidly from a small middle school into an extended secondary school. A major site redevelopment, due to be completed for September 2018, has stunning new teaching and sports/leisure facilities in a beautiful rural setting providing over 1100 students with a fantastic environment to learn, and our staff to work.

Behaviour and Ethos were recently named Areas of National Excellence in a Challenge Partners Review. Parent and Carer's surveys show extremely high levels of satisfaction with the school, and the Academy is heavily oversubscribed. KS2 results are well above national averages and above national averages for Outstanding schools. Etonbury Academy is driving forward with energy and vigour to meet the growth and development challenges identified in our recent inspection. Victoria Pendleton CBE is our honorary patron.

Membership of the Trust means that opportunities available to staff are varied and wide-ranging. The Trust includes a Teaching School offering training and development opportunities for all staff. The growth and development of Etonbury ensures that there are also many opportunities for staff to rapidly progress their careers if they so wish.

JOB DESCRIPTION

JOB POST:	Head of Maths
SALARY/GRADE RANGE:	MPS/UPS plus TLR
REPORTING TO:	Principal
LIAISING WITH:	Principal, Senior Leadership Team, Teaching/Support Staff, external agencies and parents.

THE MATHS DEPARTMENT

Due to the continued expansion of the school, we are looking to appoint an exceptional Head of Maths who can lead a growing team with a breadth of experience. With plenty of opportunity to lead and develop the team and department, this will provide an aspiring or experienced Head of Maths with a fantastic prospect to create a first class department in the Trust. You will have additional support from the Director of Maths for the Trust.

We encourage any applicants to visit our department and meet the team where we would happily provide you with more information on our innovative teaching methods and answer any questions.

KEY RESPONSIBILITIES

Strategic Direction and Development of Maths

- Develop and implement BEST and academy policies and practices for Maths which reflect the commitment to high achievement, whereby students are inspired to reach their potential and staff aspire to continuously develop and raise standards, setting stretching targets for students and staff
- Ensure that Health and Safety policies and practices, including Risk Assessments, are in line with national requirements and are updated where necessary, therefore to liaise with the BEST Health and Safety representatives.
- Working closely with the Director of Maths to establish a clear, shared understanding across the Maths Department of the importance of high quality teaching of Maths that engages students and enables them to aspire to and achieve stretching goals
- Analyse data, ensuring effective progressive plans are in place for individual and groups of students
- Analyse and interpret national, local and school data, horizon scanning and translating national and local requirements and expectations into policy and practice.
- Ensure data analysis results in effective action plans that are well communicated and understood, monitored and evaluated, resulting in appropriate outcomes.

Teaching and Learning

- Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs
- Ensure teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students effectively
- Ensure teaching and learning in Maths is of a consistently high standard and that best practice is shared across the department
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students, including the allocation of students to teaching groups
- Ensure effective development of students' literacy, numeracy and information technology skills
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement at an individual and group level, utilising this information to recognise achievement and to assist students in setting stretching targets
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject
- Provide staff and students with clear direction, expectations, guidance and support, constructive feedback and targets in relation to standards of student achievement and the quality of teaching; establish clear targets for student achievement, and evaluate progress and achievement in the subject by all students, including those with special educational and linguistic needs
- Evaluate the teaching of Maths in the school, utilising this information to identify effective practice and areas for improvement, taking appropriate action to improve the quality of teaching
- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school
- Ensure teachers of Maths adhere to equal opportunities legislation, recognising and dealing appropriately with stereotyping, creating an environment that values difference and embraces diversity, where students and staff treat each other with dignity and respect
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding.

Leading and Managing Staff

- Establish clear expectations and positive, healthy working relationships amongst staff involved with the subject, encouraging collaboration, team working and mutual support and respect; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and an accountable culture
- Performance manage staff as required to develop personal and professional effectiveness, recognising high performance and tackling inadequate performance, ensuring staff have access to appropriate support through training, learning and development opportunities
- Lead the professional development of staff through example and support
- Ensure trainee and newly qualified teachers are appropriately trained, supported, monitored and assessed against national and local standards and expectations

- Work directly with the SENCO and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs
- Support the team with student behaviour within the department
- Manage absence, ensure the team is following procedures and feels supported, liaising with HR for further support.
- Ensure that the Principal, the Senior Leadership Team (SLT) and Governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans via the SLT link
- Assist the Senior Leadership Team in appointment processes.
- Work collaboratively with others, valuing diversity, utilising strengths and aspiring to achieve stretching objectives as a team, recognising the input of others
- Establish staff and resource needs for the subject and advise senior managers of likely priorities for expenditure, allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money and high quality outcomes
- Lead the appropriate deployment of staff and ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Utilise accommodation to create an effective and stimulating environment for the teaching and learning of Maths
- Ensure there is a safe working and learning environment in which risks are properly assessed

Form Tutor Responsibilities

- Complete the register accurately
- Monitor attendance and punctuality, including follow-up
- Monitor standards of dress and personal appearance and address any issues as they arise
- Escort groups to assembly and (normally) attend assembly
- Responsible for the co-ordination reports and other records
- Respond to disciplinary problems as required, referring serious misconduct to the Head of Year as appropriate
- Share information from the Head of Year to the tutor group in a prompt manner
- Encourage inter-form competitions and the participation of the tutor group in other school activities
- Be available to meet parents as appropriate
- Curriculum issues
 - activities supporting learning in tutor periods
 - knowledge of the tutorial programme
 - knowledge of the SEN students and their targets
 - target group members in your tutor group

PERSON SPECIFICATION

Head of Maths

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Relevant degree Teaching Qualification Evidence of Continual Professional Development 	<ul style="list-style-type: none"> Maths Degree Master's Degree in relevant subject
Professional Experience	<ul style="list-style-type: none"> Teaching experience Experience of managing staff Understanding and application of strategies to raise standards across the ability range through the effective teaching and learning Sensitivity to the learning needs of all students Demonstrate understanding of using comparative data, together with information about the student's prior attainment to establish benchmarks and set targets for improvement Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across all key stages Experience in organising extracurricular activities or enrichment activities 	<ul style="list-style-type: none"> A Level Maths
Professional Knowledge, Skills & Understanding	<ul style="list-style-type: none"> Demonstrate application of information and communication technology for development of learning and teaching in the subject Ability to inspire, enthuse and motivate students Demonstrate ability to support, lead and motivate other staff Excellent classroom management to encourage positive behaviour Demonstrate creative problem solving and good communication skills Ability to work collaboratively or on own initiative Time management skills and a capacity for hard work and an ability to prioritise effectively with good administration skills The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities Enthusiasm and a good sense of humour 	<ul style="list-style-type: none"> Good personal ICT skills
Personal Qualities	<ul style="list-style-type: none"> Willingness to be flexible Willingness to undertake further training, including risk assessment and first aid. A commitment to equality principles and practices Willingness to take part in residential trips and visits Knowledge of relevant safeguarding/ child protection legislation and the best practice Value and respect the views and needs of young people 	
Other	<ul style="list-style-type: none"> Enhanced DBS clearance 	

HOW TO APPLY

We actively encourage all applicants to apply online, please visit the Trust website www.bestacademies.org.uk/join-us and follow the online instructions, or go to www.etonbury.org.uk

If you prefer to complete a hard copy of the application form please contact vlockey@bestacademies.org.uk or 01462 730391 and submit your application by email or post.

Closing date: Wednesday 3rd October 2018

Interview date: w/c 8th October 2018

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Please note that this appointment is subject to DBS clearance.

We look forward to receiving your application.

BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory references, checks including an Enhanced Disclosure and Barring certificate.

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USEFUL LINKS



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