

# Queensbury Academy

## Application Pack Assistant Director of Maths



Dear Applicant

### **Queensbury - a place where you can grow**

Thank you for responding to our advertisement for the post of Assistant Director of Maths. We hope you will find the details of the post both interesting and informative. Queensbury is the school of choice in Dunstable as it has been oversubscribed for the last 4 years. It has a growing sixth form which has expanded by 60% in the last year due to the quality of teaching and the range of courses we offer. The reason why we are so popular is that there is a family spirit here where we genuinely value and care about each other as CPD and wellbeing is at the centre of what we do. This is summed up in our CARE values - Cooperation, Aspiration, Respect and Endeavour which leads to students and staff feeling they are recognised for what they do and that they can grow into being better people. This is all underpinned by strong and consistently applied systems in the Academy that focus on our TALENT rules in the classroom and support by leaders who make sure teachers can teach and students can learn.

The Academy's vision is to ensure students reach their potential by achieving exceptional examination outcomes that lead to life changing opportunities, but we also want them to develop their character where they can make the most out of these opportunities. Students' personal development and pastoral care is essential in supporting their journey in becoming young people that can make a positive difference to their local communities now and in the future.

If you think you can make a positive contribution to the learning of our students and would like to work and learn in a continuously improving school, then we would be delighted to receive your application. We ask that letters of application do not exceed two sides of A4. The closing date for applications is 12 noon on 18<sup>th</sup> October 2022. We hope you will want to work with us and look forward to hearing from you. Whatever your decision, we wish you good fortune in your search for the right post.

### **Procedure for application**

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a concise letter of application. This should be typed and should include the following information:

- A brief outline of what you have achieved in your present or most recent post
- How you meet the person specification requirement for the role
- An indication of other strengths and expertise you could offer the Academy
- How your experience has prepared you for this role

We are not in a position to accept a generic CV instead of an application form. Additional sheets or a separate letter may be attached to the back of the application form if there is insufficient space. Completed applications should be returned to Jenny Galligan, Office Manager either by post or by email. Email address is: [jgalligan@queensbury.anthemtrust.uk](mailto:jgalligan@queensbury.anthemtrust.uk)



Queensbury Academy as part of Anthem Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief.

The Trust takes Safeguarding very seriously. As a matter of routine, all successful applicants will undergo DBS and barred list checks. Teaching staff will also be subject to a prohibition check. Disclosure of criminal records will be required for any applicants invited to interview.

Canvassing any member of staff or member of the governing body either directly or indirectly, is prohibited and will be considered a disqualification. We do however encourage candidates to contact the academy to arrange an informal telephone call or a pre-application visit where I can answer any questions you may have, please contact Jenny Galligan to arrange 01582601241. If you have not heard from us within two weeks following the closing date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case I would like to thank you for your time and your interest in the Academy. We also reserve the right to hold interviews as and when the applications are received, and so this job may be withdrawn without notice if, after interview, we find a successful candidate.

I look forward to receiving your application and hopefully meeting you in person to discuss this role further.



**Mark Little**

*Headteacher*



## Assistant Director of Maths January 2023

### Full time TLR 2C (£7,013 increase due)

Queensbury Academy is a consistently oversubscribed, OFSTED rated 'good' comprehensive school situated at the foot of Dunstable Downs in South Bedfordshire. It is part of the successful Anthem Trust which offers incredible support for every professional that works within it.

We are seeking to appoint a dynamic and enthusiastic individual to be the Assistant Director of Maths. We are looking for someone who loves working with children and is aligned with our CARE values – Cooperation, Respect, Aspiration and Endeavour.

As an Academy we offer all staff a:

- climate for teaching and learning which is calm and engaging
- CPD and collaborative practice that is full of innovation
- focus on staff wellbeing that ensures you enjoy your job and being part of a team
- amazing students that will make you proud to be part of the Queensbury family

An application information pack can be found on the website: [www.queensburyacademy.com](http://www.queensburyacademy.com) or contact Mrs J Galligan, Office Manager at the Academy on 01582 601241 or at [jgalligan@queensbury.anthemtrust.uk](mailto:jgalligan@queensbury.anthemtrust.uk)

Closing date: 18<sup>th</sup> October 2022 and interviews to be held- TBC.  
The school reserve the right to appoint before the application deadline.

***The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).  
CVs will not be accepted for any posts.***



# Assistant Director of Maths– Job Description

<b>Post title:</b>	<b>Assistant Director of Maths</b>
<b>Salary:</b>	<b>TLR2C (£7013)</b>
<b>Liaising with:</b>	Principal, Academy Leadership Team, Heads of Subject, Pastoral Team, relevant staff with cross-Academy responsibilities, relevant support staff, parents and Governors and other stakeholders.
<b>Responsible for:</b>	The provision of a full learning experience and support for students. To support the head of department in delivering the department plan to raise standards.
<b>Purpose</b>	<ul style="list-style-type: none"> <li>✓ To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>✓ To monitor and support the overall progress and development of students as a classroom teacher/form tutor.</li> <li>✓ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>✓ To contribute to raising standards of student attainment.</li> <li>✓ To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"> <li>✓ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and Department.</li> <li>✓ To contribute to the Curriculum Area and departments development plan and its implementation.</li> <li>✓ To plan and prepare courses and lessons</li> <li>✓ To contribute to the whole academy's planning activities.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>✓ To assist the Head of Faculty, the Senior Vice Principal Teaching and Learning, to ensure that the curriculum area provides a range of teaching which complements the academy's strategic objectives.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>✓ To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's strategic objectives.</li> </ul>
<b>Staffing Staff development Recruitment/Deployment of staff</b>	<ul style="list-style-type: none"> <li>✓ To take part in the academy's staff development programme by participating in arrangements for further training and professional development.</li> <li>✓ To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>✓ To engage actively in the Personal Management Review process.</li> <li>✓ To ensure the effective efficient deployment of classroom support.</li> <li>✓ To work as a member of a designated team and to contribute positively to effective working relations within the academy.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>✓ To help to implement academy quality procedures and adherence to those.</li> <li>✓ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.</li> </ul>



	<ul style="list-style-type: none"> <li>✓ To seek/implement modification and improvement where required.</li> <li>✓ To review from time to time methods of teaching and programmes of work.</li> <li>✓ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>✓ To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc.</li> <li>✓ To complete the relevant documentation to assist in the tracking of students.</li> <li>✓ To track students progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>✓ To communicate effectively with the parents of students as appropriate.</li> <li>✓ Where appropriate, to communicate and co-operate with persons or bodies outside the academy.</li> <li>✓ To follow agreed policies for communication in the academy.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>✓ To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools/academies.</li> <li>✓ To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>✓ To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>✓ To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>✓ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>✓ To be a Form Tutor to an assigned group of students.</li> <li>✓ To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>✓ To liaise with a Pastoral Leader to ensure the implementation of the academy's Pastoral System.</li> <li>✓ To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.</li> <li>✓ To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>✓ To alert the appropriate staff problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>✓ To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>✓ To contribute to PSHE and citizenship and enterprise according to academy policy.</li> <li>✓ To apply the Behaviour management systems so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>✓ To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere.</li> <li>✓ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>✓ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>✓ To ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>✓ To undertake a designated programme of teaching.</li> <li>✓ To ensure a high-quality learning experience for students which meets internal and external quality standards.</li> <li>✓ To prepare and update subject materials.</li> <li>✓ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> </ul>



	<p>To maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</p> <ul style="list-style-type: none"> <li>✓ To undertake assessment of students as requested by external examination bodies, departmental and academy procedures.</li> <li>✓ To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>✓ To ensure a safe working environment.</li> <li>✓ Opportunity to teach KS5</li> </ul>
<b>Academy Ethos</b>	<ul style="list-style-type: none"> <li>✓ Undertake whole Academy duties as outlined in responsibilities agreed each year.</li> <li>✓ Monitor and support the overall progress and development of students in faculty.</li> <li>✓ To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.</li> <li>✓ To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li> <li>✓ To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>✓ To promote actively the Academy's corporate policies.</li> <li>✓ To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>✓ To show a record of excellent attendance and punctuality.</li> <li>✓ To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li> <li>✓ To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.</li> </ul>
<b>Working time:</b>	195 days per year. Full time. Enhanced DBS
<b>Disclosure level:</b>	<p><b>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</b></p> <p><b>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</b></p> <p><b>Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</b></p> <p><b>Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.</b></p> <p><b>It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Governors. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</b></p>





# Person Specification

Knowledge and Experience: Essential	Desirable
<ul style="list-style-type: none"> <li>✓ Graduate (with a good degree).</li> <li>✓ Qualified Teacher.</li> <li>✓ Good Practitioner.</li> <li>✓ Good Subject Knowledge.</li> <li>✓ Delivery of Key Stage 4 Maths.</li> <li>✓ Understand the use of assessment in improving performance.</li> <li>✓ Ability to use data for pupil performance.</li> <li>✓ Understanding of performance difference between boys, girls and specific groups.</li> <li>✓ A commitment to equality principles and practices.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Further qualification.</li> <li>✓ Experience of working in an 11-18 school.</li> <li>✓ Teaching to Advanced level. (post 16)</li> </ul>
Skills and Abilities: Essential	Desirable
<ul style="list-style-type: none"> <li>✓ Good Communication Skills.</li> <li>✓ Interest in Student Welfare.</li> <li>✓ Good Time Management, Ability to Prioritise.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ability to liaise with external agencies.</li> <li>✓ Form Tutor experience.</li> </ul>
Personal Qualities: Essential	Desirable
<ul style="list-style-type: none"> <li>✓ Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels.</li> <li>✓ Willingness to work hard.</li> <li>✓ Enthusiastic and exceptional teacher, with a proven track record of excellent results in public examinations.</li> <li>✓ Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</li> <li>✓ Awareness of and commitment to equal opportunities and valuing diversity.</li> <li>✓ To command and demand respect from the school community.</li> <li>✓ A commitment to "personalising learning" for all students in the Academy.</li> <li>✓ Creativity and enthusiasm to promote a positive school image to the local and national community.</li> <li>✓ Team Player.</li> <li>✓ Sense of humour.</li> <li>✓ Passion for the subject.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ability to raise the profile of the Mathematics Department.</li> <li>✓ Using initiative.</li> </ul>

