



Curriculum Team Leader of Maths

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE



Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and/or leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully

Jo Meloni
Headteacher

Curriculum Team Leader of Mathematics

Leadership Spine L8-12
(circa £56,082-£61,882 depending on experience)

Required for September 2024 a full time permanent, enthusiastic and talented Curriculum Team Leader of Maths to teach and lead classes across Key Stages 3, 4 and 5. Sackville's Mathematics department is a thriving team of experienced teachers who have a proven track record of supporting our students in achieving great outcomes and enjoys a healthy take up by students in KS5. There are opportunities to be part of our wider leadership team for a suitably qualified and experienced applicant. If this is something that you would like to be considered for, please make this known within your application.

Our GCSE results are consistently strong with well above average progress 8 scores and our average grade for A level is grade B. Maths is a consistently high-performing team at GCSE and A level with large uptake numbers for A Level Maths and Further Maths.

The department is very well resourced and has its own block with a suite of classrooms and a large staffroom, as well as rooms in an adjacent block. The Curriculum Team Leader is well supported by Key Stage Leads and the wider team. There is strong collaboration and support amongst the team, with joint planning and CPD at the centre of team meetings.

This is an exciting time to be joining a successful and expanding department. We are looking for a hardworking, energetic and enthusiastic person to contribute to the further development of this area.

Sackville is a popular and oversubscribed large, mixed, 11-18 comprehensive with 1700 students on roll. It is an exceptionally friendly and supportive community built on strong relationships which allow every student to thrive. We invest in our staff, enabling them to pass on their knowledge and love of their subject such that our students are given the very best experience and opportunities to succeed. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and developing a lifelong love of learning.

High value is placed on providing ongoing professional development and engaging in educational research. We are looking for someone with the skills, enthusiasm and ambition to join our team and to achieve our ambitious aims for all of our students.

Our GCSE results are consistently strong with extremely positive progress 8 scores. Our A level progress is at the top end of all local authority providers. The school has outstanding and bespoke CPD opportunities for career progression.

Closing Date: Friday 2nd February 2024 9am **Interview date:** Thursday 8 February 2024

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details are available on our website www.sackvilleschool.org.uk or from Mrs K Dawson PA to the Headteacher, on 01342 414900. An application form, safer recruitment form and letter of application addressed to the Headteacher, should be sent to the Headteacher's PA via kdawson@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

As a CURRICULUM TEAM LEADER you are also responsible for:

LEADERSHIP

School

- Ensure departmental and school improvement through the implementation of the school development plan and school policies.
- Supervision and guidance of students and staff.
- Represent the department at Curriculum Team Leaders' meetings and proactively support wider school development priorities.

Team

- Induction and guidance of all Maths staff
- Monitoring and management of all departmental work including assessment.
- Effective chairing of calendared team meetings including the sharing of agendas and action points.
- Represent the department at Curriculum Team Leaders' meetings.
- Support the safer recruitment process of new colleagues.
- Lead in the professional development of your team, keeping the team informed of curriculum development and policy implementation.
- Implement and participate in our performance development review process (appraisal).

MONITORING STUDENTS' EXPERIENCE

Attendance:

Ensure effective practice in accordance with the school policy.

Behaviour:

- Effectively manage students' behaviour in accordance with the school Culture for learning policy, applying appropriate departmental rewards and sanctions, including promoting the use of restorative approaches to behaviour management and establishing positive relationships with students and families.

Records:

- Ensure that procedures are carried out so that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, reports.

Reporting:

- Organise and administer appropriate and effective report writing to parents/carers, as identified in the school monitoring evaluation and review calendar.

Uniform:

- Monitor the standard of uniform in accordance with school policy and deal with any uniform variations.

CURRICULUM

- Lead the team in planning for departmental improvement including the effective implementation of whole school priorities.
- Lead in the development and regular revision of appropriate schemes of learning that include assessment and adaptations in planning for effective teaching and learning for all students in accordance with school guidelines.
- Monitor and account for the quality of teaching and learning in the department, to include regular lesson observations, monitoring the standards and effectiveness of feedback through work sampling, moderation, analysing the quality and regularity of homework, maintenance of appropriate records.
- Lead and advise on classroom management and the development of high quality teaching and learning.
- Liaise closely with Year Leaders to monitor student progress and agree interventions to raise achievement.
- Ensure the effective organisation of clubs, trips and visits.
- Manage the effective provision of all resources, human, financial and physical.

ASSESSMENT

- Ensuring clear and effective methods of assessment in lines with national and school policies.
- Ensuring that all relevant prior and current performance data is used to monitor individual student progress.
- Ensuring KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Curriculum Team Leader of Maths

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
Qualified teacher status	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Recent relevant in-service training	✓	
Experience		
Very successful teaching record	✓	
Successful leadership and management of a team		✓
Successful participation in and understanding of curriculum development	✓	
Involvement in extracurricular activities		✓
Evidence of working with partner schools (secondary or feeder)		✓
Abilities and aptitudes		
Clear communication skills (spoken, written and use of ICT)	✓	
Very good organisational skills	✓	
Very good interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to think creatively and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

Mathematics Department

Our team

The department is made up of well-qualified and experienced colleagues who work together to share best practice and to deliver a broad and exciting curriculum offer. We have 10 full-time and five part-time teachers plus two dedicated Teaching Assistants. ICT is used to support lesson delivery including the use of interactive whiteboards. We are well resourced in the use of software integrated into our curriculum plans to support demonstration in addition to our own shared electronic resources.

In addition to the Curriculum Team Leader there are three additional post-holders for each key stage. Members of the department are expected, where possible, to teach the full age and ability range, at least up to GCSE but with the potential of teaching A Level and other post-16 qualifications..

The department very much works as a team and colleagues work together in meeting our department priorities and in supporting the whole school's vision and values. We are proud of our department and of the outcomes achieved by our students are testament to the expertise and commitment of our team.

Our facilities and resources

The mathematics department is accommodated in 12 classrooms. It is normal for each full-time teacher to teach most or all their lessons in one room. Within the mathematics block, there is a resource centre, department office (including photocopier) and a shop to sell equipment. Rooms have access to their own set of Chromebooks and each classroom has its own interactive whiteboard, projector and desktop computer.

Our Curriculum

Students in Key Stage 3 Mathematics are taught in semi-mixed ability classes. Throughout the course, students are introduced to new concepts, and topics required across the maths curriculum or in other subjects are taught to 'Mastery level'.

Class names starting with 'E' teach the Extension Schemes of Work, which, at the top end, extend students beyond the parameters of the Key Stage 3 curriculum, fully preparing them for the vigour of Higher Tier at Key Stage 4. Class names starting with 'C' teach the Core Schemes of Work, which follow the Key Stage 3 curriculum and provide students with the key skill required at Key Stage 4. Class names starting with 'S' teach the Support Schemes of Work, which strengthen students' understanding of topics covered at primary school, as well as developing new skills to help deepen their understanding of mathematics and prepare them for Foundation Tier at Key Stage 4.

Key Stage 4 Mathematics runs from Year 9 to 11. All students study the Edexcel GCSE Specification Linear Course. During the course, work builds on what was learnt during Key Stage 3 with a strong emphasis on real-life situations and problem solving. Work in lessons and at home is tailored specifically to each child's needs to help every child achieve their best.

Students are set at Key Stage 4, with classes labelled 'E' or 'C' working towards completing the Higher Tier GCSE and those sets labelled 'S' completing the Foundation Tier GCSE. Some students will also take Entry Level Mathematics in Year 10 to help underpin key skills required in the Foundation GCSE, and to provide them with an additional maths qualification. Our most able students will study the AQA Level 2 Certificate in Further Mathematics alongside their GCSE to further underpin their GCSE knowledge and prepare them for studying Maths at A-Level.

As in previous years, we encourage students to use their mathematical skills within a range of different contexts and we use MathsWatch to build their knowledge.

Students with special educational needs are supported by Learning Support Assistants as well as by dedicated Maths Teaching Assistants. These Support Assistants work within the lesson to support students' learning and depending on the needs and requirements of specific students, they may work specifically with one or a few students within the class.

Key Stage 5 Mathematics runs in Years 12 and 13. We offer both **Maths and Further Maths at A-Level**, as well as **Mathematical Studies** (which is the equivalent of an AS Level). To study Further Maths, students are required to also study Maths at A-Level. Both A-Level courses follow the Edexcel curriculum while Mathematical Studies follows the AQA curriculum.

GCSE resit is provided for in our sixth form to support students in achieving at least a grade 4 at GCSE. Students wishing to improve upon their GCSE are also welcome to join these classes.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe and inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



PO **S** ITIVITY
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C OMMUNITY
 TEAMWOR **K**
 INCLUSI **V** ITY
 CUR **I** OSITY
 RESI **L** IENCE
 EQUA **L** ITY
 HON **E** STY

Sackville School on a page



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