

JACK HUNT SCHOOL

Hard work Integrity Kindness



Bradwell Road, Peterborough, PE3 9PY email: info@jhs.pkat.co.uk web: www.jackhunt.net tel: 01733 263526

DEPUTY CURRICULUM AREA LEADER MATHEMATICS (TLR 2b)

We are seeking to appoint a well-qualified and enthusiastic teacher to join a successful and well-resourced curriculum area. If appointed, you will be part of the leadership team for this large department that is forward-thinking, innovative, and committed to collaborative working.

To be successful, we are looking for an experienced teacher of Mathematics, with an excellent track record of improving results who will support in the leadership of our Mathematics curriculum area. Continuing development of learning and teaching is a top priority at Jack Hunt School. We welcome applicants to express a preference for the key stage they feel best equipped to lead in their application.

Maths GCSE results are among the best in the school. 4+ 74% and 5+ 50%, Progress score 0.37. Maths and Further Maths are popular subjects post-16 and results are consistently high.

Courses offered include Edexcel GCSE, AQA 'A' Level and Further Mathematics.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Governing Body of Jack Hunt School and the Board of Trustees are committed to safeguarding and promoting the welfare of children and young people.

For further details and to complete an online application visit www.PKAT.co.uk/vacancies

Closing date: Monday 22nd April 2024 at 9.00 am



PETERBOROUGH KEYS
ACADEMIES TRUST

A founder member of the Peterborough Keys Academies Trust registered in England and Wales as company number 1108321

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Welcome Letter from the Headteacher

March 2024

Dear Applicant

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt School, we have a strong ethos centred on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHS well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard work
- Integrity
- Kindness

Jack Hunt School is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic House system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt School. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt School could be for you, we would love to receive your application.

Yours sincerely

Jon Hebblethwaite
Headteacher



PETERBOROUGH KEYS
ACADEMIES TRUST

JACK HUNT SCHOOL

JOB DESCRIPTION

Post: Deputy Curriculum Area Leader – Mathematics

Allowance: TLR 2b

Accountable to: Curriculum Area Leader - Mathematics

Date reviewed: February 2024

The following job description refers to the main duties and accountabilities of a Deputy Curriculum Area Leader in Mathematics. In respect of these duties the Deputy Curriculum Area Leader in Mathematics is accountable to and supported by the Curriculum Area Leader of Mathematics.

Teacher of Mathematics

Teaching and Learning

- To teach assigned classes as appropriate.
- To develop appropriate materials and teaching methods which take into account each student's individual needs.
- To treat all students fairly, with equality of regard for gender, religion, culture and social context.
- To employ a variety of motivating and stimulating approaches to student learning.
- To plan lessons carefully, taking into account the need for differentiation and relevant schemes of work.
- To set and assess homework in accordance with the school policy.
- To contribute to the teaching of whole school developments e.g. ICT, Numeracy, Literacy, Work Related Learning and Citizenship/PDE, incorporating them into lessons as per schemes of work.
- To ensure high standards of effort, accuracy and presentation are encouraged.

Behaviour Management

- To apply the correct procedures to ensure good behaviour as outlined in the school's Behaviour for Learning Policy.
- To be in the corridor awaiting the arrival of the students, where possible.
- To ensure that students enter the room and exit quietly and calmly and sit in their allotted place.
- To record student attendance at each lesson.

- To reward good behaviour and achievement in accordance with the school's Reward Policy.
- To ensure that mutual respect, self-discipline, mature behaviour and good work habits are encouraged.
- To create a classroom environment where all students feel valued.

Monitoring and Assessment

- To assess students accurately using relevant National Curriculum Level descriptions, criteria from national qualifications, predictive data etc. and use the assessment as a basis for setting targets with high expectations that students will achieve their potential and beyond.
- To use SATs, NFER, SIMS, 4MATRIX, ALPS Connect to identify vulnerable students and then use appropriate intervention strategies to improve their attainment and progress. The focus for Pupil Premium students is to close the gap against national figures and within the school.
- To provide opportunities for students to assess, reflect on and improve their performance.
- To mark students' work on a regular basis in line with the school/ department's Marking Policy.
- To write reports to parents for all students in accordance with the school policy.

Performance Management

- To maintain an up-to-date knowledge of subject areas and national educational strategies.
- To undertake relevant professional development to participate in the school's Performance Management scheme, liaising with Team Leader/Curriculum Area Leader about appropriate Performance Management objectives and aiming to meet all objectives.

Health, Safety and Resources

- To ensure that the classroom is a well organised learning environment.
- To ensure that classroom displays are up-to-date, motivating, in good condition and support learning.
- To ensure that classrooms are left tidy at the end of each lesson. To report any damage promptly to the Curriculum Area Leader.
- To contribute to the development of up-to-date resources for departmental use in the classroom and for communal areas of display.

Duties

- To contribute and co-operate as a member of a team in the creation of schemes of work, shared resources, departmental planning, attendance at meetings.
- To carry out two supervisory duties each week ensuring that the duty is covered in times of absence.

- To fulfil the role of Form Tutor. To instruct form time including morning registration, attending assemblies and following the form time programme.

Collaborative Work

- To support collaborative partner work with schools, colleges, universities and businesses, where appropriate.
- To maintain a good relationship with all stakeholders in the community.
- To show a willingness to be involved in extra-curricular activities and whole school initiatives.
- To support the school in its commitment in safeguarding and promoting the welfare of children and young people.

Deputy Curriculum Area Lead

The role of the Deputy Curriculum Area Leader in Mathematics is to assist the Mathematics Curriculum Area Leader in ensuring that high quality teaching and learning are promoted and supported within the Curriculum Area, to ensure all students can achieve their potential.

1. Teaching, Learning and Standards

The main accountabilities are to:

- use attainment data provided by the school (SATs, NFER, YELLIS, ALIS, ALPS, SIMS) to assist the Mathematics Curriculum Area Leader in monitoring the progress of students taught in Mathematics. Ensure that effective use is made of the data to set targets for achievement in the department.
- to assist in monitoring the progress of students and identify underachievement ensuring programmes of support are in place to maximise the potential of all students
- to ensure that individual learning targets are set for all students across the Key Stages of responsibility.
- to support the Mathematics Curriculum Area Leader in ensuring that classroom expectations are enforced across Mathematics and that the Positive Behaviour Policy and Rewards Policy to support learning are implemented
- to support the Mathematics Curriculum Area Leader in monitoring and sampling the quality of reports to parents written for the department
- to support the Mathematics Curriculum Area Leader in monitoring and evaluating teaching and learning in accordance with the school policy, including classroom observation and sampling of student work
- ensure that suitably differentiated work for HPA students is incorporated into schemes of work and work with the HPA Co-ordinator to co-ordinate events and extra-curricular initiatives.
- co-ordinate links with the Learning Support Department to meet individual student needs within the Key Stages of responsibility.

2. Improvement Planning, Monitoring and Evaluation

The main accountabilities are:

- to be responsible for all aspects of the Key Stages of responsibility in the Mathematics curriculum for planning, organisation, implementation and evaluation, and to liaise with examination boards.
- to ensure that all course work is completed, marked, moderated and forwarded to the examination board.
- to set and implement all internal examinations across all the Key Stages of responsibility and report analysis of the results to the Mathematics Curriculum Area Leader.

- to organise and monitor the effectiveness of all Progress and Booster classes for Mathematics students across all the Key Stages of responsibility.
- to maintain up to date spreadsheets/databases of tests and examination scores; to analyse them and give immediate feedback on underperforming students, across all the Key Stages of responsibility.
- to keep informed of current issues relevant across all the Key Stages of responsibility (Mathematics) curriculum and provide information for colleagues during department meetings as appropriate.
- to liaise with previous key stage teachers to promote continuity and progression in Mathematics, particularly the transition from Year 9-10.
- to plan, monitor and evaluate student feedback in Mathematics across students across all the Key Stages of responsibility.
- to help organise, develop and review the most appropriate 'A' Level course for Mathematics.
- to assist in preparing an annual improvement plan and staff development plan for Mathematics in accordance with the school planning cycle and taking into account the school's Strategic Plan and School Improvement Plan

3. **Leading and Managing Staff**

The main accountabilities are to:

- to be responsible for deputising for the Mathematics Curriculum Area Leader in his/her absence
- to lead, manage and co-ordinate the work of the team for Key Stages Mathematics; encourage the process of team building and provide training and development where necessary.
- to keep up to date with relevant new developments, liaise with colleagues and provide INSET as required.
- to assist the Mathematics Curriculum Area Leader in allocating teachers to teaching groups and manage staff in the Curriculum Area.
- to assist the Mathematics Curriculum Area Leader in setting students at the end of Year 9 for the GCSE Mathematics courses.
- to support the Mathematics Curriculum Area Leader in overseeing and supporting the professional conduct of Mathematics staff. To monitor and advise staff on appropriate professional conduct.
- to help in the induction of new staff to the department including newly qualified teachers in accordance with school policy and to oversee the work of initial teacher trainees as appropriate.
- to represent department views through attendance when at appropriate meetings and provide appropriate feedback.

- to ensure that cover work is provided for classes when staff are absent for the Key Stages Mathematics and support the work of Class Supervisors / cover teachers within Mathematics.
- to assist colleagues in managing the behaviour and discipline of students.
- to assist the Curriculum Area Leader in ensuring the school's Performance Management policy is implemented for all Mathematics staff.

4. **Efficient and Effective Deployment of Resources**

The main accountabilities are:

- to ensure the school's Health and Safety Policy is implemented and monitored in Mathematics including appropriate risk assessments when necessary.
- to ensure that all classrooms and corridors in Mathematics have displays of material including students' work that are regularly updated.
- to oversee the ordering, maintenance and accountability for the teaching and learning resources across all the Key Stages of responsibility (Mathematics).
- to maintain and regularly update the inventory of equipment across all the Key Stages of responsibility (Mathematics) and audit on an annual basis.

Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the 'Conditions of Employment of School Teacher' schedule 3 of the Teachers Pay and Conditions Act 1996, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



APPOINTMENT OF DEPUTY CURRICULUM AREA LEADER FOR MATHEMATICS (TLR 2b)

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Post

We are seeking to appoint an enthusiastic, innovative and dynamic teacher to play a leading role in the Mathematics Department. We welcome applications from professionals aspiring to becoming a Curriculum Area Leader. We are seeking to appoint an experienced Teacher with an excellent track record of improving results. The successful applicant will play a key role in leading our Mathematics Curriculum Area into the next phase of development.

If appointed you will, besides teaching Mathematics, join a House team in the school and have responsibility for a Tutor Group. A generic job description for a Deputy Curriculum Area Leader is on the website.

Pay and Conditions of Service

Teachers are employed at the school under the pay structure and conditions of service agreed nationally and as set out in the 'School Teachers Pay and Conditions Document 2022'. The Trustees have their own pay policy in line with this document.

The successful applicant will be registered with the Teaching Regulation Agency (TRA) and will be contracted to the Teachers Superannuation Scheme unless he/she opts out.

The Trustees of the school fully recognise the teacher associations and unions and a mechanism is in place for consultation with Union representatives on relevant issues.

If you are appointed to a teaching post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.

Application Procedure

To apply you will need to go to the Careers Page on our school website www.jackhunt.net/careers and click on the relevant post and then click on the apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed in the table below and commenting on:

- Why the position of Deputy Curriculum Area Leader Mathematics attracts you and indicate what experience and skills you could bring to the role.

Closing date is Monday 22 April 2024 at 9.00 am.

Thank you in advance for your application.

We may be unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted. However, we hope you will obtain a suitable appointment in the very near future.



Job Specific Information

Person Specification

Attributes	Essential	✓ Desirable	✓ How Assessed
1. Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Graduate • Evidence of preparation for a management post 		<ul style="list-style-type: none"> • Application form • Letter of application • References
2. Experience	<ul style="list-style-type: none"> • Evidence of successful and effective teaching to the secondary age group • Experience and understanding of teaching a wide range of ability including SEN and Gifted and Talented • Experience of teaching GCSE and AS/A2 Level or equivalent • Experience of implementing systems and processes to monitor and evaluate learning and teaching • Experience of successful strategies for the raising of student achievement/attainment over time • Experience of strategies for the effective management of students • Experience of working successfully with partners in the local community • Experience working with parents and external agencies 	<ul style="list-style-type: none"> • Post-16 experience and understanding of lifelong learning principles • Experience of a multi-cultural school • Experience of a large 11-18 school • Experience of leading policy development and implementation • Experience of Performance Management • Awareness and commitment to achieving key targets within the 14-19 local and national agenda • Experience of evaluating the quality of learning/teaching using Ofsted criteria 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interview • Teaching task



Job Specific Information

Attributes	Essential	✓ Desirable	✓ How Assessed
3. Knowledge and Understanding	<ul style="list-style-type: none">• Ability to lead and work in a team• Secure subject knowledge• Ability to motivate staff and students and to convey enthusiasm for learning and teaching• Keep abreast of subject developments• Understanding of equal opportunities issues in schools• Knowledge and understanding of how to enhance literacy, numeracy and ICT in teaching	<ul style="list-style-type: none">• Awareness of the importance of Specialist School ethos• Sound knowledge of national policies and developments in education	<ul style="list-style-type: none">• Application form• Letter of application• References• Interview• Teaching task
4. Skills and Personal Qualities	<ul style="list-style-type: none">• Enthusiasm, ambition and vision• Commitment to raising achievement, attainment and aspirations of students• Personal and professional commitment to the philosophies of the school• Able to communicate effectively orally and in writing• Ability to form good relationships with students, adults and parents• Proven classroom management skills• Ability to work collaboratively within a team• Ability to be well organised and efficient including completing agreed tasks within set timescales• High level of interpersonal skills• Sound ability to use ICT packages and systems		<ul style="list-style-type: none">• Application form• Letter of application• References• Interview