Candidate Briefing Pack

Director of Mathematics

HEART | AMBITION | RESPECT | TENACITY

Hartshill Academy
The best in everyone™
Part of United Learning

Dear Applicant

We thank you for your interest in the role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply.

This is a teaching middle leadership role in which you would report directly to the **Vice Principal**; it is a fantastic opportunity for you to shape and support the successful futures of the pupils of Hartshill Academy.

At Hartshill Academy, we develop the best in everyone, through Heart, Ambition, Respect and Tenacity, to empower our pupils to explore and transform the world.

Hartshill Academy

Hartshill Academy is a secondary school in Nuneaton, Warwickshire, for pupils aged 11-16. We moved into our new building in November 2023 which is set in extensive grounds. The catchment area covers very diverse urban and rural areas.

At Hartshill Academy we have high expectations of ourselves. We practice kindness and gratitude every day. Our School HART values of Heart, Ambition, Respect and Tenacity underpin everything we do. We take time to reflect on our HART values and how we can develop each day. We want to ensure we are always challenging ourselves to be even better today than yesterday. We strive to practice perfect in everything we do. We know that our daily practices become our habits, our habits become our character and our character is who we are.

We have an aspirational knowledge rich curriculum for all pupils. Our staff work collaboratively to innovate and plan inspiring learning, enabling our pupils to leave Hartshill Academy with a lifelong love of learning. We ensure there is high challenge and high support for all pupils to ensure they can access and make excellent progress in all lessons. We work hard to ensure all pupils reach their full potential and leave Hartshill Academy with the skills and knowledge to make informed decisions about their next steps. We have an excellent pastoral team who work closely with our families to ensure all pupils are supported so they can arrive to lessons ready to learn and make the most of the opportunities available to them each day.

United Learning

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognize the powerful impact that collaboration and partnership have on colleagues. The Group's aim is to ensure that the technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions you may have ahead of submitting your application.

We look forward to receiving your application.

Lorraine Taylor
Principal
Hartshill Academy

About United Learning

United Learning is a group of Academies which aims to provide excellent education to children and young people across the country. We uniquely comprise Academies in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state Academies in the country; creating benefits for all the Academies involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Academies Trust, which operates our fee-paying independent Academies, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone' underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.
CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.
CREATIVITY – to imagine possibilities and make them real.
RESPECT – for ourselves and others in all that we do.
ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.
DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our Academies prioritise five key principles:

'THE BEST FROM EVERYONE'

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

'POWERFUL KNOWLEDGE'

Our most important purpose is to teach young people things they would not learn outside Academy, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject- based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

'EDUCATION WITH CHARACTER'

Academic success is very important, Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their School and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.
We want young people to look back on a joyful School which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

'LEADERSHIP IN EVERY ROLE'

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the School is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident School.

'CONTINUOUS IMPROVEMENT'

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.
We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and students alike.

You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities. We are passionate about transparent professional development which is achieved through a supportive and robust PDR process and through processes such as 360-degree feedback.

BENEFITS

- Access to a dedicated employee assistance counselling and advice line
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments and optical services (eligible after 6 months service)
- Cycle to work scheme
- Car lease scheme
- LGPS Pension

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Job Description – Director of Mathematics

Directly reporting to: Vice Principal

Responsible for: Pupil Progress and Outcomes in Mathematics

Job Purpose

- To lead the mathematics department, promoting excellent behaviour, attendance and academic outcomes for all
- Promote a culture of high participation and mathematical excellence, ensuring all pupils make good progress.
- Line-manage the Mathematics department.
- Ensure curriculum compliance with national guidelines and promote innovation and engagement in lessons.
- Monitor pupil progress and attainment in Mathematics
- To identify barriers and work with pupils and their families to remove these barriers
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Lead and manage school representation in local, regional, and national competitions.

Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all pupils.

Responsibilities and Tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

1. Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior learning
- Be aware of and make provision for all pupil's individual needs
- Providing clear structures for lessons maintaining pace and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring effective teaching using teach, check practice and making the best use of available time
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Manage pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Ensure the implementation of department policy and best practice.

2. Monitoring, Assessment, Recording, Reporting

Plan teaching based upon thorough monitoring and rigorous assessment through:

- Assessing how well what has been taught has been learnt
- Use feedback and follow up tasks to improve specific aspects of teaching
- Marking and monitoring pupils' work and setting targets for progress
- Assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, to inform planning and assess the level at which the pupils' are achieving
- Undertaking assessment of pupils as requested by examination bodies, departmental and school procedures
- Undertaking assessment of pupils and participating in the school's system reporting to parents
- Ensure the implementation of department policy and best practice.

3. Pastoral Duties

- If required, be a HART Coach to an assigned group of pupils or a link HART tutor.
- Promote the general progress and well-being of individual pupils and of the HART Group as a whole.
- Promote good attendance
- Liaise with the Pastoral team to ensure the implementation of the school's pastoral system.
- Register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Alert appropriate staff to problems experienced by pupils.

4. Other Professional Requirements

- Have a working knowledge of professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every pupil the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to supporting every pupil.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as Open Evenings and Progress Evenings.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

General

All school staff are expected to:

- To fully subscribe to the School Values of Heart, Ambition, Respect and Tenacity in regard to themselves, the school and our young people
- Work towards and support the school's vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the school's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies, procedures and core values as set out in the documentation available to all staff.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. 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, including the provision of high-quality teaching and learning across the school and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff Hartshill School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive school and strive to be a learning, caring and thriving institution.

We take the safeguarding of pupils and staff seriously at Hartshill Academy. All staff are expected to support this ethos.

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Person Specification

	Criteria	Assessment Basis
Qualifications:	Essential Degree QTS Desirable Masters Leadership or management qualification (eg NPQLT)	Application
Professional Experience and Understanding:	All Essential Understanding of: • School improvement • Accountability Experience: • At least 2 years' experience of a middle leadership role in a secondary setting • Successful teaching as demonstrated in pupil outcomes • Leadership of CPD • Pastoral responsibilities	Application and Interview
Professional Abilities:	All Essential Ability to think strategically Ability to manage teams Ability to communicate effectively to a variety of audiences Ability to persuade and influence Ability to manage effectively Ability to plan effectively Ability to evaluate Ability to manage time effectively and meet deadlines	Application, Interview and Reference
Personal Qualities:	All Essential Heart, Ambition, Respect and Tenacity Honesty and Integrity High personal credibility Passion to serve the community Flexibility Resilience Embracing of accountability Commitment to making a difference	Interview and Reference

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How to Apply

As part of our commitment to safeguarding and promoting the welfare of children, it is essential that all sections of this application form are completed in full. This ensures we have all the necessary information to make informed decisions in our recruitment process.

Please complete the application form detailing your qualifications and with full employment history, including:

- All previous positions held, with start and end dates.
- A brief description of your responsibilities and achievements in each role.
- An explanation of any gaps in your employment history.

Please ensure that your application is complete, as incomplete applications may not be considered.

Assistance for Applicants with Disabilities:

We are committed to ensuring that our recruitment process is inclusive and accessible to all. If you have a disability and need any assistance or accommodations to complete this application form, please do not hesitate to contact us directly. Our team is here to support you and can provide the necessary assistance to ensure you can complete your application.

The deadline for receipt of applications will be stated on the advert. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

Further information

To arrange an informal discussion regarding the role please email enquires@hartshillacademy.org.uk

Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location**: Hartshill Academy
- **Start date**: September 2026
- **Starting salary**: United Learning Pay scale (£36,400.00- £53,040.00) +TLR £13,216.00

Our pledge, to all our teachers, is that by working for us you will benefit from **more pay, more time, and more support.**

More pay…	more time…	and more support
• We pay an average of 5% above national scales – the best rates of pay in the sector • Cash towards medical treatment • Generous staff discount scheme	• Three extra INSET days for planning • At least one personal day a year	• Great training for your career • Exceptional curriculum resources • Expert subject advice • Support for your wellbeing