



**MERCHANTS'  
ACADEMY**



**MONTPELIER  
HIGH SCHOOL**

1891

**DIRECTOR OF  
MATHS**



**INFORMATION FOR CANDIDATES**

[Venturerstrust.org](http://Venturerstrust.org)





# DIRECTOR OF MATHS

**Permanent, full-time to start as soon as possible.**

**Salary: Leadership main scale LPS6-LPS10 per annum + Health Cash Plan and Benefits package**

Montpelier High School and Merchants' Academy located in the city of Bristol, are part of the Venturers Trust family of schools. Montpelier High School has a long history of educating successful young people who are capable of becoming leaders, pioneers and change-makers. High-quality teaching and an inspired curriculum contribute to their status as one of the highest attaining non-selective schools in the South West region.

Merchants' Academy is a 3-18 Academy with a distinctive and positive ethos which guides the work and the education of their students. Preparation for adult life underpins the Academy aims and the well-developed culture which is established across all aspects and functions of the Academy where standards continue to rise.

Venturers Trust is currently recruiting for an inspirational and conscientious Director of Maths to join the leadership team at Venturers Trust leading the Maths team at Montpelier High School with responsibility for the development and quality of the maths curriculum, teaching and learning across the whole of the secondary provision. The successful candidate will be an excellent teaching practitioner with extensive experience, knowledge and a track record that demonstrates impact. You will have a proven ability to support, develop and coach others, as well as the ability to effectively manage conflicting priorities whilst maintaining the highest levels of professionalism, diplomacy and conduct.

**We are looking for a leader who:**

- is inspired and motivated by the Trust core values, and the Academy itself
- is a well grounded and inspirational individual with recent experience of leadership in secondary
- understands what it takes to deliver consistently outstanding results
- has an impressive teaching and leadership career history with clear evidence of developing teams and implementing whole school strategies to improve student outcomes
- has presence and visibility with the ability to inspire, motivate and empower others whilst holding them to account
- has a proven track record of ensuring safety and welfare are fully embedded within the school culture
- has high expectations for all pupils so they develop a love of learning, curiosity, aspirations and a belief in all possibilities.
- has a detailed understanding of Quality First Teaching and can define a vision for teaching that supports staff to develop the right skills to deliver high quality teaching and learning, supported by evidence, to raise standards and deliver positive outcomes for all children.
- is passionate about the opportunities the curriculum can bring to all children.

**We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.**

**Closing date: Tuesday 18<sup>th</sup> April 2023 at 9am**

**Interviews: w/c 24<sup>th</sup> April 2023**

***Montpelier High School is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.***

# Welcome from the CEO

Dear Applicant,

I am delighted to introduce you to Venturers Trust and thank you for your interest in the Trust.

Montpelier High School has a reputation of delivering exceptional results for students that has been almost unrivalled for many years, and of this we are immensely proud, not only for our students but for the communities we serve.

Merchants' Academy has made great strides in transforming the life chances of the young people in the local community. Our vision of "all children, all backgrounds, all succeeding" resonates at every level of our organisation and we will do whatever it takes to make this a reality. If you are prepared and able to bring about transformational change then you are the person for us.

The teaching profession is one of the most exciting professions you could join and to be an outstanding practitioner there is much more to teaching than purely professional learning and interests. In order to support you being the very best leader, we actively support professional development through Masters qualifications, coaching and other recognised professional qualifications. We are proud of the investment we have made into professional development, and we would expect the new Headteacher to be committed and inspired by CPD.

Thank you for the time, thought and care you will give to your application.



**David Watson OBE**  
**Chief Executive Officer**  
**Venturers Trust**



# Venturers Trust and our Sponsors



Venturers Trust is a dynamic and focused multi-academy trust based in Bristol. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant and lifelong difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Academy, Barton Hill Academy, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Montpelier High School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-18 diagnosed with Autism and with an EHCP. Our academies are happy, vibrant and exciting places to learn and work and are led by a team of talented, morally driven and committed Headteachers.

There are 4 essential questions that we ask within our Trust:

- Why do we exist? Our mission is to challenge education and social equality through the power of education.
- How do we deliver our mission? Our shared vision is to ensure all children of all backgrounds are all succeeding.
- How do we behave? This is through our shared values. Our shared values are to be kind, work hard and have courage.
- Finally, how do we measure success? We want happy children from all backgrounds acquiring the knowledge to achieve their aspirations and to make a contribution to their community.

The Trust is jointly sponsored by the Society of Merchant Venturers and the University of Bristol which gives us tremendous opportunity to enhance learning in its broadest context and offer opportunities unique to our Trust.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. SMV's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.





Venturers Trust is proud of its hard earned success in being able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

**WELLBEING HEALTH CASH PLAN** - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy and specialist consultations. Benefits for children of employees up to the age of 18 are included free of charge.

**EMPLOYEE ASSISTANCE PROGRAMME (EAP)** - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education.

**TRAINING AND DEVELOPMENT** - First class training and development opportunities are provided within the Trust, including an outstanding induction programme for both early career and experienced teachers. There are also opportunities for associate staff to develop and progress within their area of expertise, this includes using the teacher apprenticeship programme to develop teaching support staff into qualified teachers.

**PROFESSIONAL DEVELOPMENT** – At least 5 Professional Learning days per year.

**HIGHER DEGREE SUPPORT FUNDING** – Significant contribution to the funding of Master's Degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors.

**BICYCLE PURCHASE LOANS** - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase Loan up to the value of £1,000 through the 'Cycle to Work' scheme.

**ICT LOANS** - A loan repayable over a two year period as part of a Salary Sacrifice Scheme.

**RETAIL DISCOUNTS** – An extensive range of free goods/services and discounts available to staff.

**INTEREST FREE SEASON TICKET LOAN** – The option to purchase a travel season ticket (bus or train) with an interest free loan, deducted from salary in monthly installments over a 12 month period.

**PROFESSIONAL INTRODUCTION INCENTIVE** - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction.

*Further details of our employee benefits can be found on the Academy website.*



# Montpelier High School

Montpelier High School is rated amongst the top 20% of secondary schools nationally for attainment and progress. We are very proud that students of all prior attainment, whatever their starting point, make outstanding progress at MHS. The school is also in the top 20% nationally for the full range of subjects: English, maths, science, EBacc, creative, vocational and practical subjects.

We are academically ambitious for every student, but more importantly, we want them to grow as happy and fulfilled young people ready to lead and succeed in their chosen path, whatever that may be.

Alongside our academic success, we strive to develop the whole person through our Enrichment Programme, designed to broaden horizons, step outside comfort zones and develop new interests and skills. Students are encouraged to take on leadership roles, to actively seek to shape their own future and that of the school.

We champion student leadership, empowering young people with the skills and confidence to debate complex and challenging issues, examine controversies from a range of perspectives, respecting and understanding other viewpoints while developing a respectful confidence in themselves.

High standards and high expectations go hand-in-hand with high levels of support. We encourage every student to see secondary school and sixth form as an opportunity to redefine themselves and to become whoever they want to be, both academically and as compelling individuals.

Put simply, Montpelier High School is a nurturing community of change-makers known for high-quality teaching, strong student leadership, student voice and democracy. We are committed, through the power of work ethic, to self-improvement for the benefit of all.





## Merchants' Academy

Merchants' Academy provides a unique opportunity for students in Bristol to join a school from Reception through to the age of 18. In addition to those who progress into the Secondary from our own Primary, we welcome students every year from many primary schools across the city and whilst students from our primary understand our vision and ethos, the pastoral teamwork with all incoming students to ensure that there is a clarity for all with respect to both our expectations and our vision.

'Our successful sixth form is rapidly growing, and our sixth form students are ambassadors for the academy community.'

**Vicki Starkie, Head of Secondary**

Merchants' Academy has a distinctive and positive ethos which guides our work and the education of our students. Preparation for adult life underpins our Academy aims and the well-developed culture which is established across all aspects and functions of the Academy. We are committed to the success of each of our students whatever stage they are at in their education, and this is reflected through the Academy's values and commitment to:

- provide high quality education and a thirst for life-long learning
- enable everyone to enjoy success and achievement
- promote confidence and a strong sense of personal worth
- have high expectations which will be reflected in the targets set for staff and students alike
- harness the energies of children, students, staff and parents to establish a genuine partnership with the Academy for the benefit of all
- establish a business-like ethos by beliefs in values and attitudes such as hard work, honesty, integrity, respect and concern for others
- provide quality opportunities for the spiritual, moral, social and cultural development of our children and young people
- ensure that the effectiveness of all Academy staff is maintained and developed through considerable investment in high quality, continuous professional learning



# Living in Bristol

Montpelier High School is located in Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.





# DIRECTOR OF MATHS - Job Description

## DIRECTOR OF MATHS JOB DESCRIPTION L8-L12

**Post:** Director of Maths

**Line Managed by:** Assistant/Vice Principal

### Director of Maths

The Director of Maths will be responsible for the quality of teaching and learning across the Trust secondary provision. In addition, they will lead the Maths Department at Montpelier High School, ensuring each student develops their potential to the full in a stimulating and lively environment.

The areas of responsibility at both Trust Lead and Department level fall into the following broad categories:

- Teaching and learning
- Staff development and training
- Internal and external assessment, recording and reporting
- Management of budget and resources
- Communications
- Use data to monitor and evaluate the progress of students with particular focus on target groups

### 1. TEACHING AND LEARNING

The quality of teaching and learning is the key focus for the Director of Maths who will:

- ensure that the quality of learning and teaching in the subject is outstanding; use data to monitor and evaluate the progress of students with particular focus on target groups;
- to identify effective strategies to intervene and support the learning of targeted students;
- be well informed on key developments in their subject area and the assessment criteria for key stages;
- ensure that specifications developed internally meet the national and exam board requirements and provide sufficient stimulus for the most able of our pupils whilst still recognising the needs of all pupils;
- select appropriate examination specifications for KS4, AS and A2, evaluating their effectiveness through internal quality control and monitoring external examination results;
- ensure delivery of the curriculum through appropriate means, including access to external resources such as speakers, visits, fieldwork;
- contribute to and implement assessment and feed forward and preparation policy, as well as ensuring that all assessments are recorded in an appropriate way;
- provide information for the allocation of pupils to teaching sets;
- advise pupils on GCSE, AS or A2 choices and to ensure that advice offered in the department is consistent;
- ensure that proper procedures are observed for all curriculum based journeys out of school;
- set work appropriate to his/her classes in all cases of absence;
- develop, support and monitor the wider use of ICT throughout the curriculum.

### STAFF DEVELOPMENT AND TRAINING

- help to establish an atmosphere of enthusiasm and commitment within the department;

- deploy staff to teach in areas most appropriate to their experience and skills and to maximise their potential;
- help to monitor staff experience to ensure equitable teaching load and spread;
- identify development needs of team members and support them in finding appropriate training both in school and externally;
- to follow the school procedures where members of the team require improvement in terms of quality of learning and teaching;
- encourage colleagues to undertake responsibility within the department;
- evaluate external training programmes for department colleagues;
- establish awareness of development of:
  - new methodology
  - new materials
  - new resources
  - evaluation of department at Key Stage 3
- manage ancillary staff where appropriate and ensure their training needs are recognised;
- support new entrants to profession, plan programmes for their induction and monitor their progress;
- take part in the BlueSky appraisal programme;
- consult with the SLT line manager and Headteacher on staffing issues within the Department.

#### EXAMINATIONS, ASSESSMENTS, RECORDING AND REPORTING

- setting of internal examinations and assessments, providing all necessary information to the Examinations Officer for internal examinations at appropriate times;
- record, review and evaluate, in the context of target grades, the performance of students in internal examinations;
- to develop strategies in response to student performance in internal examinations;
- to inform SLT line manager and Headteacher of any concerns regarding student performance in internal examinations;
- ensure that all work for external assessments complies with the requirements of the Examination Board or other accrediting bodies;
- ensure that all deadlines imposed by Examination Boards and school management are met in respect of coursework, moderation, practical assessments, school reports or other data;
- keep such records as are required by external examination bodies, where appropriate;
- make arrangements (with your line manager) for the proper operation of external exams in their subject;
- ensure that work is marked, moderated, recorded and students receive diagnostic feedback on their performance in line with School Policy;
- contribute to the design and content of reports to parents and ensure that reporting is carried out consistently throughout department;
- assist in the evaluation of external examinations and response to appropriate boards;
- monitor internal and where appropriate external exam results and report departmental performance to Principal and record and compare results.

#### MANAGEMENT OF BUDGET AND RESOURCES

- consider the budgetary implications of any initiative or development and discuss with the Principal before implementation;
- ensure that all orders are correctly processed and recorded; receipt to be advised to Finance Office;
- manage human resources within the department efficiently and effectively in budgetary terms;
- ensure the control of resources and the management of their proper allocation within the Department. To ensure the secure storage of equipment, books and consumables and to be accountable for them;
- as part of the annual SEF, Heads of Subject will look at the impact of expenditure on resources and strategies.

## COMMUNICATIONS

- keep the SLT manager and Headteacher, or delegate, informed of all matters within the department which are his proper concern;
- communicate to the Headteacher the concerns of all departmental members;
- communicate to all departmental members the issues that relate to the effective discharge of their duties;
- prepare text relating to the department for any school publication as required. Update and modify existing text when necessary;
- facilitate communication within the department by the most appropriate means at all times;
- attend all Parents' Evenings – GCSE Evenings, Sixth Form Evenings; to co-ordinate departmental work for Open Days, Activities Morning and actively seek effective means of promoting the work of the Department;
- liaise with the Form Teacher, Pastoral and Academic Leaders, or Head of Sixth Form over academic or pastoral issues which concern individual pupils;
- be aware of, and comply with, the School Policies for Health and Safety, COSHH and, Equal Opportunities;
- maintain good order and discipline among the pupils and safeguard their health and safety both on the school premises and when engaged in authorised school activities elsewhere;
- undertake such administrative and supervisory duties that are reasonably assigned to him/her;
- share good practice within the department and across the school.

## SPECIFIC REQUIREMENTS OF THE TRUST LEAD ROLE

6.1 To support the development and quality of the maths curriculum, teaching and learning across the trust including but not limited to: -

6.1.1 formulating aims, objectives and strategic plans for Maths which are relevant to the needs of students and to the aims and objectives of the Trust

6.1.2 liaising, coaching and developing maths teachers and leads in other schools

6.1.3 supporting curriculum development

6.1.4 leading quality assurance

6.1.5 coordinating shared best practice

6.1.6 championing mathematics for all students

6.1.7 creating opportunities for students and staff to support the trust vision as a centre of excellence for maths

*This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.*

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# Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• Good Honours Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in the field of leadership or management</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching in at least two schools.</li> <li>• Held middle or senior leadership responsibility in a school or Academy for at least three years.</li> <li>• Significant evidence of impact on students' progress across a cohort as a middle or senior leader.</li> <li>• A track record of outstanding teaching</li> <li>• Evidence of successfully leading major strategies, motivating and engaging staff to manage significant change</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Professional knowledge, skills &amp; qualities</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of recent legislation, priorities and initiatives in secondary education.</li> <li>• Skilled in analysing data, identifying priorities and target setting.</li> <li>• Outstanding leadership of others by inspiring, engaging, challenging and supporting staff.</li> <li>• Boldness, optimism and tenacity in setting and achieving high standards</li> <li>• Strong communicator with confident and engaging presentational skills.</li> <li>• Presence commanding respect and earning credibility.</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Strategically strong and able to take an initiative from planning to impact.</li> <li>• Able to prioritise and delegate effectively.</li> <li>• Ambitious for students and dedicated to changing lives.</li> <li>•</li> </ul>		
<b>Professional learning</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to own professional development</li> <li>• Strong commitment to high quality professional development of staff helping them to achieve more than they ever thought possible</li> <li>• Potential to move to headship in the future.</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

# HOW TO APPLY

**Closing Date for Applications: Tuesday 18<sup>th</sup> April 2023**

**Interviews: Week commencing 24<sup>th</sup> April 2023**

**To arrange a visit, please contact Vicky Fraser (School Business Manager): [vicky.fraser@montpschool.org](mailto:vicky.fraser@montpschool.org)**

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An application form is available in electronic format at [venturerstrust.org](http://venturerstrust.org) and should be returned electronically along with the Equality Monitoring Form by following the instructions at the [Work With Us](#) section of the Trust's website.

**Please note that due to the expected volume of applications it may not be possible to acknowledge or respond to all applicants.**

## SAFER RECRUITMENT IN EDUCATION



Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

### Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

### Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

### Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

### Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.