



Samuel Whitbread Academy Application Pack

Head of KS5 Maths





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INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Samuel Whitbread Academy

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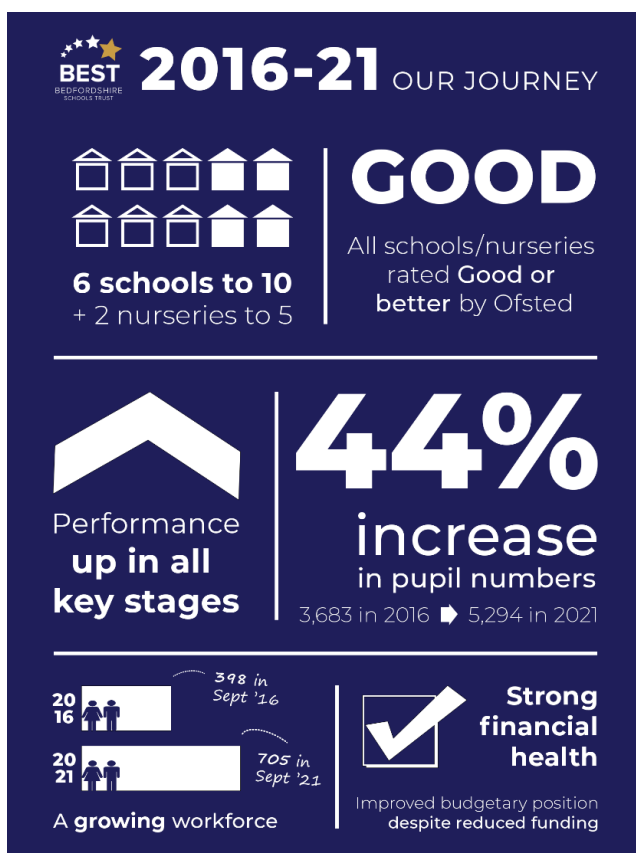
www.samuelwhitbread.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire. We now educate more than 5,000 children across the area, from nursery age to advanced level study.



*This infographic charting the journey of our trust was originally created for our **5 Years of BEST** commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate



Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at **www.bestacademies.org.uk/jobs**

The first five years of BEST has been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (October 2017), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.

The Maths Department consists of 14 enthusiastic and collaborative staff who have a passion for developing a deep and rich understanding of mathematics within their students.

Outcomes for the Maths Department are strong. Within GCSE we also offer intervention programmes, functional skills for students who find they need further support and the Additional Mathematics GCSE to those students who we would like to develop their understanding past the standard GCSE content.

Within Samuel Whitbread we are currently following an adapted White Rose scheme of learning for GCSE, staff have access to a wide range of resources and are developing their own understanding through the use of working groups and lesson study.

Currently, we follow the Edexcel syllabus at A-Level, offering Mathematics and Further Mathematics – teaching applied units within the latter. Within the Department we currently have specialists in Pure, Core Pure, Mechanics, Statistics and Decision Mathematics, adding a real depth of understanding and opportunities for our students. For staff themselves, this allows us to offer specific mathematics A-Level CPD where desired.



Over the past three years numbers have increased to 80 applicants for A-Level, with four groups of students within our current Year 12 cohort.

We also offer Mathematical Studies as an additional option for students who want to develop their mathematical skills and understanding further, but do not wish to take the A-Level. We are finding this pathway is becoming increasingly popular.

Students who require support for mathematical based courses or apprenticeships are catered for due to extensive work by our Sixth Form leaders and Society Workgroup.

We are looking forward to welcoming a new member of staff into our close-knit and inspirational team to lead Maths courses and qualifications to our dedicated Sixth Form students.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at **www.mynewterm.com** before the closing date.

Closing date: Midnight, Monday 16th May 2022

Interview date: Friday 20th May 2022

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Head of KS5 Maths
Based at	Samuel Whitbread Academy
Salary/Grade Range	MPS / UPS plus a TLR 2B allowance - £4,805.00 per annum
Responsible to	Head of the Maths Department
Liaising with	Head of Maths, Second in Charge of Maths, Head of Sixth Form and Sixth Form Team

Purpose of Role

- To promote excellence within Maths at KS5 in order to encourage and support students in making progress that is in line with, or above expectations.
- To promote and support KS5 teaching and learning within Maths that aspires to the highest of standards through quality leadership and support.
- To aid the promotion of KS5 Maths across the trust and offer appropriate guidance and advice on careers and Higher and Further Education.

Duties and Responsibilities

Across the BEST Academies

- To participate in the BEST Management, Evaluation and Review programme.
- To lead meetings as scheduled within the calendar and provide feedback to BEST Senior Leadership Group.
- To implement BEST policies and procedures where appropriate.
- To take part in the review of mechanisms within the aims and objectives of BEST.
- To establish a strong and supportive ethos across BEST.
- To ensure that Health and Safety policies and practices, including Risk Assessments, are in line with national requirements and are updated where necessary, therefore to liaise with the BEST Health and Safety representatives.
- To work with and inform Local Governing Bodies and BEST trustees.

Staffing

- To promote teamwork and to motivate staff to ensure effective working relationships.
- To work within the allocated CPD funds and Professional Review processes to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.



- To organise and participate in the monitoring of KS5 teaching and learning.
- To undertake with designated staff the appraisal process.
- To participate in the interview process for posts when required.
- To ensure new staff and staff new to post are inducted in line with BEST procedures, providing feedback on progress as appropriate.
- To participate in BEST's ITT and ECT programme as appropriate.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a middle leader.
- To complete regular CPD to reflect on and improve classroom practice.
- To mark and feedback in line with department policy and input data as per calendared deadlines.

Specific Duties

- Be responsible to the Head of Maths for student progress and achievement at KS5.
- Be responsible for the curriculum intent and sequencing at KS5.
- Facilitate the writing, evaluating, monitoring and reviewing of schemes of learning that enhance the teaching of and support student progress in all post 16 Maths qualifications.
- Lead development of pedagogy through monitoring, evaluating and supporting learning in lessons. Exemplify good practice in their own classrooms and be open to others observing this.
- Play an active role in supporting the Head of Maths to develop effective practice across the Department and help facilitate appropriate CPD within the Maths team.
- Work with the Head of Maths, teaching staff, Head of Sixth Form, SLT and other agencies in order to take appropriate action in the case of inadequate teaching.
- Maintain an up-to-date database on student progress and monitor identified subgroups in subject area and across the subject and Department.
- To have an overview of the attendance, progress and assessment data for all target groups (EAL, FSM, SEN, Gender, EM, CLA and High Attainers) at KS5 whilst liaising with the SENCO, Head of Department and other relevant staff as appropriate so appropriate interventions and challenges can be made for these students.
- Liaise with the Data and Examinations Manager and Head of Maths to ensure students are correctly entered for appropriate exams and co-ordinate coursework planning, delivery and assessment across the subject area.
- Ensure KS5 Maths cover work is set to an acceptable standard and work with Learning Supervisors in the delivery of this work.
- Keep abreast of new developments in the curriculum and attend regular standardisation meetings and feedback developments to Department.



- Along with the Head of Maths assist with the behaviour of students within the Department or Sixth Form and support Teachers in the management of student behaviour. This will also involve administering Department detentions where appropriate.
- Advise the Head of Maths, in consultation with Teachers, on the purchase of equipment and consumables.
- Encourage and help organise opportunities for curriculum enrichment e.g. University Trips, Independent Learning Skills trips, etc.
- To report on KS5 progress in Maths and discuss solutions or interventions during KS5 Progress meetings with Head of Sixth Form.
- To closely analyse, with the Head of Maths during key examination and assessment periods, areas of strengths and areas for improvement at KS5.
- To work closely with the Sixth Form team during calendared events (i.e. Induction Days and Open Evenings).

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Head of KS5 Maths

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • QTS • PGCE/Bachelors in Maths • Evidence of Continual Professional Development. 	<ul style="list-style-type: none"> • Masters Degree
Professional Experience	<ul style="list-style-type: none"> • Teaching experience (minimum 3 years) • Knowledge of post 16 Maths qualifications available • Understanding of the importance of using data in support of student progress and staff development • Understanding UMS points, UCAS system and ALPs. 	<ul style="list-style-type: none"> • Leadership experience • Mentoring experience • Experience in monitoring teaching standards and providing support in the promotion of excellence • Experience of Curriculum development
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> • An exceptional subject knowledge of Mathematics • An enthusiasm and commitment towards teaching, in particular the teaching of Maths within the curriculum along with an ability to embrace change and keep up with current developments. • An ability to work within staff teams to secure understanding of progress data as well as performance data, Academy procedures and interventions to facilitate improvement. 	<ul style="list-style-type: none"> • Initiate/develop new courses • Experience of having led a team in any other context • Experience of having tackled under-performance.
Personal Qualities	<ul style="list-style-type: none"> • Commitment to improving standards of teaching and learning • Enthusiasm and drive to achieve excellence in all aspects of their work • Determined to tackle under-performance • Presence/leadership qualities and an ability to lead by example • Organised and self-motivated • Reliable and trustworthy • An ability to work effectively and to be innovative in problem solving 	<ul style="list-style-type: none"> • Willingness to be involved in extracurricular projects across the Academy



Physical	<ul style="list-style-type: none"> • Ability to perform all the physical duties and responsibilities of the post. 	
Other	<ul style="list-style-type: none"> • Willingness to be flexible • Willingness to undertake further training • A commitment to equality principles and practices • Willingness to undertake risk assessment training • Willingness to take part in residential trips and visits • Knowledge of relevant safeguarding / child protection legislation and best practice • Value and respect the views and needs of children and young people • Appropriate DBS clearance (before the post is taken up) 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

