

Briefing Pack for Applicants Lead Teacher of Mathematics



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



Contents

| | |
|--|----|
| Section 1: Post Advertisement..... | 1 |
| Section 2: Letter from the Chief Executive – Bev Matthews..... | 3 |
| Section 3: Letter from the Headteacher | 4 |
| Section 4: About Woodthorpe Primary School | 5 |
| Section 5: Job Description..... | 6 |
| Section 6: Person Specification..... | 8 |
| Section 7: The Appointment Process..... | 10 |

Section 1: Post Advertisement

Post: Lead Teacher of Mathematics
Location: Woodthorpe Primary School
Pay scale: Teachers Main/Upper Pay Range (MPR/UPR) plus TLR 2A: £3,214
Contract: Full-time, Permanent
Start date: 15 April 2024
Suitable for NQTs: No

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Woodthorpe joined Minerva in September 2021 and is the first primary school in the trust. Working collaboratively with our secondary colleagues the school has already benefited from their expertise. Exciting times lie ahead as the Trust continues to grow, partnerships are strengthened and the offer for all our children is enhanced.

We are looking to appoint an enthusiastic, motivated and ambitious teacher. The successful applicant will be prepared to work in either KS1 or 2 and be focussed on delivering excellence for all and will be a Subject Leader of Mathematics to build on our established approach to teaching & learning within this subject and develop it further. The successful candidate will demonstrate an understanding and experience of driving the success for all students.

You will support the Assistant Headteachers and work with the Teachers and Teaching Assistants to review, evaluate and improve the provision of Maths across the school. You will also support colleagues in preparation for internal and external assessment and report to stakeholders on the outcomes of these.

A full job description and person specification is available below but in short you must:

- Be able to work as part of a team
- Have high expectations of young people regarding learning, independence and behavior
- Be able to forge positive links and relationships with young people, parents and colleagues
- Have the ability to converse at ease with families and external agencies and provide accurate and clear advice

Candidates are encouraged to visit the school or have an informal discussion about the role with Dave Smith - Headteacher. Arrangements for this can be made by contacting Sarah Brown – Business Support Manager via e-mail – enquiries@woodthorpe-mlt.co.uk

The closing date is 9am on Friday 23 February 2024 and interviews will take place on Tuesday 27 February 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the Minerva Learning Trust website: <https://minervalearningtrust.co.uk> **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.**

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapelton Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post of class teacher and lead on Mathematics at Woodthorpe Primary. We are proud to be part of the Minerva Learning Trust, and proud of all of our amazing children. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support **all** our children in excelling across the curriculum.

At Woodthorpe Primary School it is our mission to provide a curriculum which is **engaging, exciting, relevant** and **fun** for all learners in the 21st century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this, children are given opportunities to develop learning attributes that will support them throughout their lives.

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for **all** our pupils, then we look forward to receiving your application.

A handwritten signature in black ink that reads "D. Smith". The signature is written in a cursive style with a small dot above the 'i'.

Dave Smith

Headteacher – Woodthorpe Primary School

Section 4: About Woodthorpe Primary School

Our Aims & Our Mission

Our School Aims

Learning together we will . . .

Understand and accept the rights and responsibilities of being citizens of the future

Be able to adapt to new challenges and offer enterprising solutions

Be active contributors to the wider community

Be ambitious and take pride in our achievements

Achieve high standards in all areas of the curriculum

Develop ourselves as courageous, self motivated, independent and collaborative learners

Value and care for others in the local community and the wider world

Achieve our full potential as well rounded individuals

We will discover, value and enjoy our diverse society

. . . Learning together.

Our Mission

To achieve these aims we will provide:

- A happy, healthy, safe and secure environment
- A school site providing the resources for an innovative and exciting learning environment for the 21st Century
- High quality teaching across the whole curriculum
- A rich, challenging and relevant curriculum
- A wide range of extra-curricular opportunities
- Opportunities for pupils to play a part in developing their school and community
- A professional, skilled, highly motivated staff team committed to the ethos and aims of the school
- A staff team increasingly reflective of the diversity within the local and wider community
- Opportunities for parents to be active partners in the education of their children and the life of the school.
- A commitment to place the school within the community as a resource for lifelong learning and a partner in regeneration.
- School leadership focused on continuous improvement.
- Effective management systems which support the drive to raise standards.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: www.woodthorpeprimary.co.uk

Section 5: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | |
|--------------------------------|---|
| POST TITLE | Lead Teacher of Mathematics |
| GRADE/SALARY | Teachers Main/Upper Pay Range (MPR/UPR) plus TLR 2A: £3,214 |
| HOURS/WEEKS | 32.5 hours a week, term-time |
| LOCATION | Woodthorpe Community Primary School |
| RESPONSIBLE TO | Headteacher |
| RESPONSIBLE FOR | KS1 / 2 Class |
| PURPOSE OF THE JOB | Class Teacher |
| RELEVANT QUALIFICATIONS | Degree Level Qualification / QTS |

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

- To plan lessons for and teach designated pupils. To assess the progress of all pupils in line with policy and to modify provision to promote inclusion.
- To undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies.

- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- Work alongside the Senior Leadership Team to conduct and record monitoring & evaluation of the quality of education in Maths across the school
- Develop a plan for improvement based on a range of evidence both internal & external for Maths across the school
- Work with colleagues to monitor the impact of Maths interventions
- Deliver high quality CPD to Teachers and Teaching Assistants appropriate to their stage of development and their role
- Support the colleagues with the transition processes of FS1- FS2, Y2-Y3 and Y6 to Y7 in areas relevant to the subject
- Support the SENDCo to ensure a robust process of supporting children for the with additional needs in the subject area

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Lead Teacher of Mathematics

| Minimum Essential Requirements | Method of Assessment |
|---|-----------------------------|
| QUALIFICATIONS AND TRAINING | |
| Qualified Teacher Status | AF / I |
| Degree in related Subject | AF / I |
| Ability to teach at Key stage 1 and 2 | AF / I |
| Relevant teaching experience as a teacher or trainee | AF / I |
| Experience of working in a primary education environment | AF / I |
| Excellent Teacher of Maths | |
| KNOWLEDGE AND EXPERIENCE | |
| Successful teaching in a relevant environment | AF / I / R |
| Experience of working with a range of ages across a primary school | AF / I |
| Ability to achieve the highest standards of all pupils | AF / I |
| Proven ability to identify barriers to learning and overcome them | AF / I |
| Knowledge & expertise within the Primary Maths Curriculum | AF/I |
| Experience of delivering high quality CPD | AF/I |
| Has knowledge/experience of working with and developing colleagues | AF/I |
| Experience of analysing data and drafting reports | AF/I |
| Knowledge of transition processes within primary school and primary to secondary | AF/I |
| Proven record of good relationships with children and parents | AF / I |
| PROFESSIONAL DEVELOPMENT | |
| Evidence of knowledge & training of the Primary National Curriculum and assessment it assessment | AF / I |
| Evidence of a commitment to continuing professional development | AF / I |
| Willingness to actively participate in professional learning. | AF / I |
| Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape | AF / I |
| SKILLS | |
| Approachable with excellent inter-personal skills | AF / I |
| Excellent communication skills to manage interaction with a diverse range of stakeholders | AF / I / AA |
| Outstanding classroom practice that challenges and inspires | AF / I / AA |

| | |
|---|-------------|
| Ability to offer relevant & focussed feedback which impacts directly on pupil progress | AF / I / AA |
| Can forge positive relationships with staff, pupils, and parents | AF/I |
| Can analyse data to ensure pupil progress | AF/I/AA |
| Excellent IT skills | AF/I/AA |
| Ability to manage multiple tasks and manage time effectively | AF/I/AA |
| Ability to work accurately and with attention to detail | AF/I/AA |
| QUALITIES AND ATTRIBUTES | |
| Ability to set and work to deadlines | AF / I / R |
| Ability to remain positive and retain a sense of humour | AF / I / R |
| High expectations of self and pupils | AF / I / R |
| Calm, supportive and caring | AF / I / R |
| A commitment to promoting excellent behaviour through high quality teaching & learning experiences for all children | AF / I / AA |
| Have great interpersonal skills with the ability to connect with young people and families | AF/I |
| Resilience to deal with the challenges faced in this area of work | AF/I |
| Have a visible and positive presence around school and be an advocate for all pupils | AF/I |
| High expectations of self & others | AF/I |
| Energy and commitment to professional responsibilities and to the betterment of all pupils | AF/I |
| EQUAL OPPORTUNITIES AND SAFEGUARDING | |
| An understanding of safeguarding issues and promoting the welfare of children and young people. | AF/I |
| A commitment to safeguarding students. | AF/I |
| Suitability to work with children. | AF/I |
| A commitment to equal opportunities. | AF/I |
| Ability to recognise discrimination and willingness to put Equality Policies into practice. | AF/I |

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to enquiries@woodthorpe-mlt.co.uk by the closing date.