



# Sutton Coldfield Grammar School for Girls

## Application Pack for Teacher of Maths

Start date: **September 2024**

Closing date for applications: **9.30 am on Wednesday 8th May 2024**

Interview date: **Friday 10th May 2024**

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Part-time, Permanent Post (0.4 fte – 0.8 fte)

Teachers' Main Pay Range or Upper Pay Range

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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[twitter.com/suttcold](https://twitter.com/suttcold) | [facebook.com/suttcold](https://facebook.com/suttcold) | [www.suttcold.bham.sch.uk](http://www.suttcold.bham.sch.uk)

Dear colleague,

Thank you for your interest in this post. We have an opportunity for a dynamic and inspirational Maths specialist with a proven track record of ensuring high achievement. This is an exciting time to join our recently integrated Maths and Computer Science department with the opportunity for staff to develop delivery skills across both disciplines, if they choose to do so.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Each individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind, and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DoFE, STEM, various student led clubs and many residential trips, including CERN, World Challenge visits to Tanzania and China, ski trips to Italy and Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1200 students in the school, including 307 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12.

Ranked the 29th best secondary school nationally and 4th in the West Midlands in the recent Sunday Times Parent Power Survey, we have fantastic results (in August 2023: 82% of GCSE grades were 7-9 and 61% were grades 8/9; at A-level 83% of grades were A\*/B and 55% A\*/A) and are embedding a culture of development across the whole staff. There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards  
Headteacher



## The Maths and Computer Science Department

The successful candidate will have a passion for Maths which they can communicate to students and be able to teach in an imaginative and effective way that enables every student to be confident and successful. We provide a range of extra-curricular experiences, and along with the taught curriculum, encourage students to be aspirational and have a life-long love of the subject. Candidates with an interest in Computer Science will be given the opportunity to also develop skills across this discipline.

At GCSE and A-Level, the Edexcel specifications are followed with considerable success, as can be seen in the cumulative tables below. Years 7 to 9 are taught in mixed attainment groups in a selective setting, while students are broadly set by levels of confidence in Years 10 and 11. Last year 93 % of students achieved Grades 9-7 (A\*-A) in their Maths GCSE. Many students continue to study Mathematics at A-Level in the Sixth Form and last year, 57% of those students achieved A\*- A.

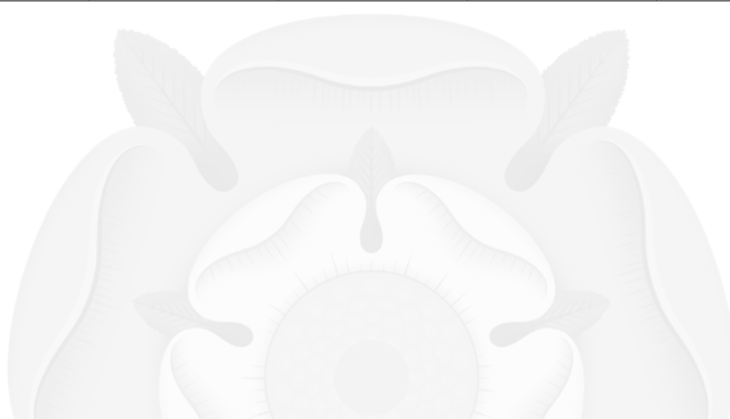
Our Maths and Computer Science department is well resourced. All Maths classrooms have a desk-top computer, a visualiser and an interactive whiteboard. Laptops and iPads can also be booked for use in lessons. All department members have a 2 in 1 device which enables us to provide students with written feedback to use in lesson planning, delivery and in providing students with feedback electronically. We also offer many enrichment activities, including Y7 Maths Club, Further Maths Club for Y10/11 and Maths Challenges such as the Ritangle team competition for Sixth Form and the Junior, Intermediate and Senior Challenges from the UKMT.

### A-Level Maths results

		Percentage of students achieving grades					
	Entries	A*	A* - A	A* - B	A*- C	A* - D	A* - E
2023	74	15	57	74	89	96	100
2022	72	39	74	90	96	100	100
2019	54	24	31	78	93	98	100

### GCSE Maths results

		Percentage of students achieving grades					
	Entries	Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9-5	Grades 9 -4
2023	178	36	75	93	98	100	100
2022	178	49	79	90	97	100	100
2019	180	28	61	86	96	99	100



## Job Description

The subject teacher is under the guidance and leadership of the Head of Department in teaching the subject and in undertaking additional responsibilities, which can be reasonably assigned in respect of the subject.

### **A Planning, teaching and class management**

Achieve progression of learning for allocated students through:

- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work;
- setting tasks which challenge students and ensure high levels of interest;
- conveying appropriate and demanding expectations to students which are based on targets set using baseline data;
- providing clear objectives and structures for lessons, maintaining pace, motivation and challenge;
- making effective use of assessment and ensuring coverage of schemes of work;
- monitoring and intervening to ensure students behave in a manner which maximises teaching and learning;
- using a variety of teaching methods;
- sharing good practice with others in the department;
- establishing a safe working environment which supports learning and in which students feel secure and confident;
- contributing to planning and development within the department;
- participating in the development of appropriate departmental materials and schemes of work.

### **B Monitoring, assessment, recording, reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to:
  - check work is understood and completed,
  - monitor strengths and weaknesses,
  - inform planning and recognise the level at which the student is achieving;
- prepare and present informative reports to parents;
- contribute to the setting and marking of all forms of departmental assessment.

### **C Other professional requirements**

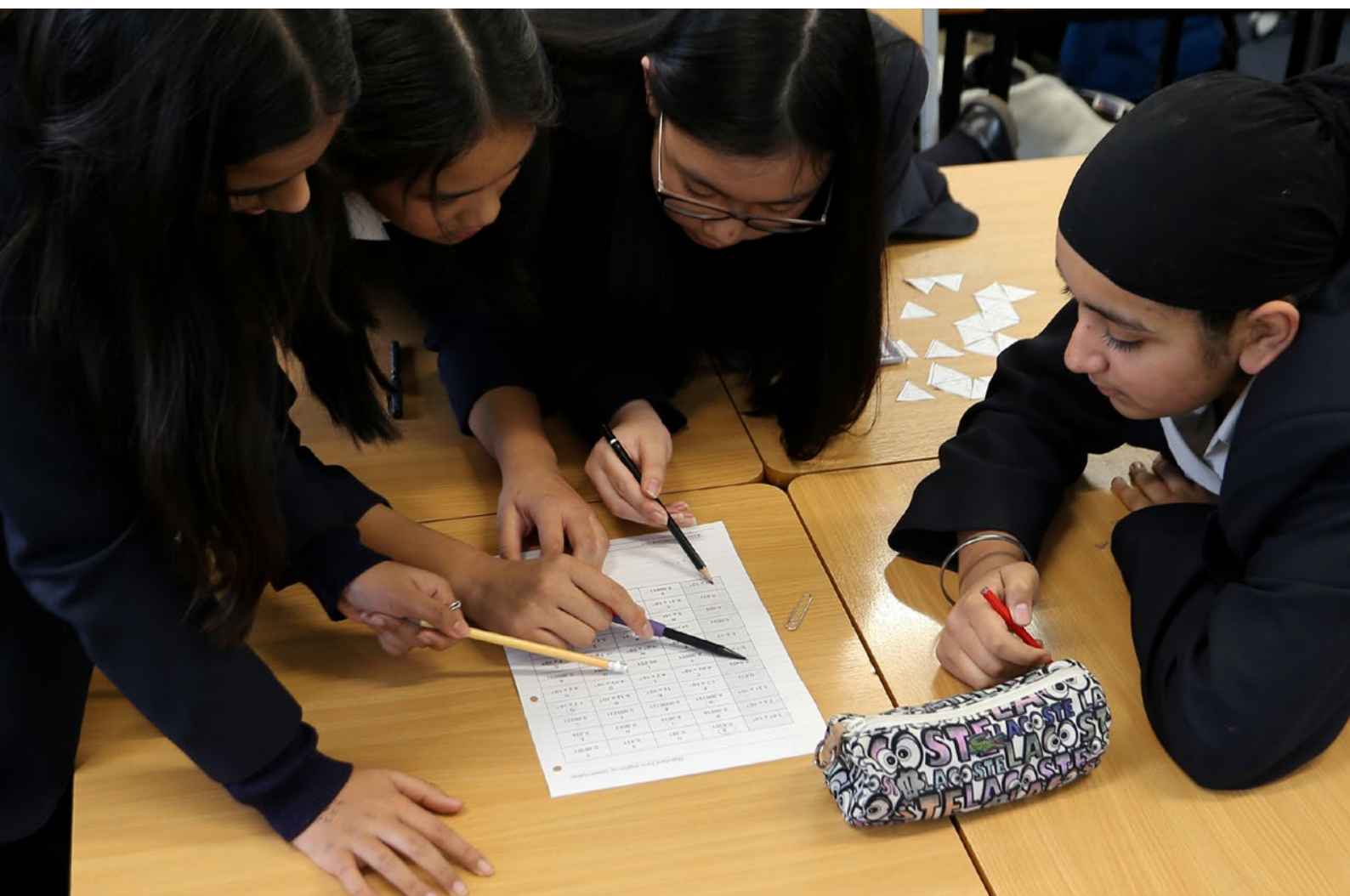
- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children;
- establish effective working relationships and set a good example through personal presentation and professional conduct;
- 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 responsibility for their own professional development and duties in relation to school policies and practices.





## Person Specification

- Good honours degree in a relevant subject area and a love of the subject.
- Qualified Teacher Status.
- Ability to teach Maths in the secondary phase to Y13 is essential.
- An excellent classroom teacher, who can demonstrate high levels of expertise in assessment for learning, differentiation and meeting the needs of every student.
- Ability to demonstrate clear exposition, low stakes assessment, retrieval practice and providing feedback.
- Reliability and integrity.
- Keen to be involved in curriculum development.
- Ambitious for own career.
- Ability to embrace and be part of a fast paced, dynamic environment.
- Willingness to learn and use Microsoft Teams.
- Recent relevant professional development.
- Evidence of excellent relationships with young people and adults.
- Excellent communication skills and ability to work calmly and effectively under pressure.
- A shared approach to problem-solving and achieving goals.
- Strong organisational, personal time management and planning skills.
- Committed to the ethos of Sutton Coldfield Grammar School for Girls.
- Ability to motivate and enthuse students, especially very able individuals.





## What you can expect as a teacher at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

### As a teacher you can expect:

- The initial support of a Buddy
- Full access to the induction programme
- The support of your line manager in curriculum and class management matters
- Full support in your duties as a Form Tutor
- Guidance for career development and professional development opportunities
- Information on issues relating to your job
- An annual review of your overall performance

### As a member of the teaching staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Attend parents' evenings, open evenings, INSET days as required
- Take part in department, pastoral, and other staff meetings as required
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Keep up to date with developments in your own subject
- Ensure your classroom practice is inclusive and reflects a full awareness of the requirements of the Teachers' Standards

**At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.**



## How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk), and addressed to Dr Barbara Minards, Headteacher.

**Deadline for Applications: 9.30 am on Wednesday 8th May 2024.**

**Interviews will be held on Friday 10th May 2024.**

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



## Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

## Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



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



# Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.**

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart  
Mrs Lisa Neal  
Mr Mark Charles  
Mrs Meg Mahoney  
Dr Barbara Minards**

**Headteacher: Dr Barbara Minards**

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

***If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.***

***The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.***

