



# Applicant Job Pack

## Second in Maths

Woodrush High School  
An Academy for Students Aged 11-18





**To start: September 2023**

**Contract: Permanent, Full Time**

**Salary: MPS/UPS (TLR for 2iC)**

Situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire (only 5 minutes from Junction 3 of the M42), Woodrush High School is an oversubscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. We are a designated Training School committed to educational innovation and we enjoy working partnerships with many schools locally and across the region.

We are offering a great opportunity for a practitioner who is passionate about their subject to join us at Woodrush High School within the Maths faculty on a permanent basis at an exciting time in its development.

The successful candidate should be able to teach Maths to KS3 and KS4. The successful candidate will provide excellent teaching that ensures all students achieve the best outcomes and will join a vibrant department, where teachers work together and are encouraged to inspire all students to make excellent progress from their individual starting points.

#### **Are you**

- Passionate about teaching Maths?
- Reflective and dedicated to improving your practice?
- A caring professional who can build positive relationships and ensure young people are engaged and motivated to learn?

#### **This role will include:**

- Teaching KS3 & KS4 Maths.
- Supporting the Head of Maths with improving department outcomes and managing the team
- Pastoral duties as a Form Tutor
- Planning and delivering well-structured sequences of lessons, aligned with the curriculum to ensure all students make at least good progress

#### **We are proud to offer:**

- The benefit of being part of our Training School
- A wealth of CPD aimed at teachers at all stages and levels of experience
- Supportive Induction programme
- Excellent opportunities for further career development, including participation in the SSAT programme

Interested candidates are welcome to come and look around the school by prior appointment. To find out more information on our school please download our application pack from our website, where details can also be found on how to apply.

Alternatively, please contact Laura McCleary, Human Resources on 01564 823777 or email [HR@woodrush.org](mailto:HR@woodrush.org) to have a pack emailed to you.

**Closing date at 9am Monday 17<sup>th</sup> April 2023 interviews to take place same shortly after closing date.** Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment  
This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluently and spoken English is an essential requirement for this role.



# The Mathematics Department

The Mathematics department consist of a team of 7 full-time members of staff, this includes the Head of Department.

The department has a reputation for high standards; we aim to ensure that each pupil achieves their full potential in developing their mathematical thinking skills, in order to achieve rapid and sustained progress and the highest attainment possible by the end of Year 11. Learning is not limited by year group as our 5-Year programme of study fully supports all learners including appropriate scaffolding and differentiation and the opportunity to be exposed to all aspects of the Curriculum from Year 7. The use of investigative tasks that deepen understanding and broaden perspectives is encouraged throughout the SOW and we are always looking for innovative ways to enrich the learning experiences. This philosophy is especially beneficial to our gifted and talented students who are encouraged to progress even further by moving onto complex topics early and challenge themselves by taking on studies in other areas of Mathematics and sitting the Edexcel Algebra Level 3 Award exams.



Teaching takes place in a suite of 7 large classrooms housed on 2 floors within the same block. They are all equipped with Smart interactive whiteboards and internet access is available throughout. This allows for the use a variety of interactive tools including HegartyMaths, Mathsbox, Mathswiteboard. All staff have a laptop computer for use with the interactive whiteboard as well as for their own use to produce resources and monitor progress. There is also bookable IT rooms available for lessons. Teaching is done in sets according to ability across the school.

All pupils at Woodrush follow the Edexcel scheme and begin working towards their GCSE in year 7. Our 5-Year programme of study of work begins in September of Year 7 and follows a mastery approach where pupils are encouraged to build deep understanding across the curriculum and apply skills from different strands with skill and accuracy. Assessment is by periodic topic tests and Exit Tickets (short assessments targeting key skills) as well as thrice-yearly summative assessments to coincide with the whole school reporting system. A final full more detailed exam is taken at the end of each year to cover all topics pupils have learnt since starting their GCSE. From September 2015 all pupils now follow the new 9-1 GCSE curriculum and the current programme of study has been updated to reflect the changes as well as advice from partner schools, Pixl and Edexcel.



At Key Stage 5 our Year 12's can choose to take Mathematics and Further Mathematics to A level (Further Mathematics is dependent on uptake numbers). We currently teach the Pure, Mechanics and Statistics modules. Our schemes of work have recently been updated and our marking policy has been changed to reflect the recent changes in KS5.

The department has a reputation for working as a team, sharing good practice and good ideas, with the Head of Department operating an open-door policy being readily available for all staff. We are a supportive team regularly taking PGCE students from Birmingham, Warwick and Worcester University as well as School Direct Trainee Teachers through our Teaching school. However, we are also open to fresh ideas and embrace new challenges – joining this department would give staff the opportunity to further their career and try out new initiatives.



## Job Description – Second in Maths

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

<b>JOB TITLE:</b>	Second in Maths
<b>RESPONSIBLE TO:</b>	Head of Faculty
<b>SALARY:</b>	MPS/UPS (TLR 2iC)

### Teacher Tasks and Responsibilities

1. Subject to the negotiation with the Team Leader or Subject Leader actively contributes to the process of curriculum review and development within the Department by:
  - helping to shape and create a well-informed vision of the subject and its contribution to students' overall development
  - contributing to the process of establishing short, medium- and long-term plans for the development of the department and support the agreed plans
  - contributing to the development of curriculum policy and practices and implement schemes of work, the School Improvement Plan and school policies.
  - contributing to the process of establishing and implementing, agreed to policies and practices for assessing, recording and reporting on student achievement within the context of the school's policy on assessment, recording, and reporting
2. To actively contribute to procedures for monitoring performance and the evaluation of teaching and learning by:
  - embracing an open and reflective approach to the teaching of the subject in which self-evaluation is used to improve the quality of teaching and learning
  - making use of performance data to monitor and evaluate the progress and achievement of students
  - implementing agreed action to raise achievement and to strive to meet the targets set for improvement
  - ensure there are equal opportunities within all teaching and learning for all students
3. To work to agreed expectations set by the Team Leader or Subject Leader and within the context of school policies by:
  - establishing good working practices and relationships with students
  - seeking to encourage moral, emotional and spiritual growth in students
  - maintaining good working practices and relationships with other staff
4. To actively contribute and participate in policies established to promote and continue professional development both personally and in respect of other members of the department by:
  - embracing agreed to school policy of staff review and development within the department
  - informing the Team Leader of CPD needs to meet personal targets established in the process of the school's Appraisal Policy
  - informing the Team Leader of CPD needs to meet targets established within the context of departmental and school improvement plans
5. To help in the management of resources of the Department by:
  - informing the Team Leader or Subject Leader of resource needs to meet department and school improvement plans
  - working within the budget resource needs
  - encouraging within students, good practice to conserve and use efficiently all resources



- ensuring classroom and adjacent corridor and the communal areas present a stimulating learning environment with high-quality display
6. To contribute to policies covering the health and safety of both staff and students within the department by:
    - promoting and maintaining an effective, safe working and learning environment
    - encouraging students to adopt safe working practices
    - advising the Team Leader of any areas of concern within the department
    - advising the school's Health and Safety Officer of any areas of concern outside the control of the department
  7. To help in the review and development of policies established to promote and develop the department and its accountability by:
    - helping to ensure that improvement plans and schemes of work form part of a coherent strategy for raising students' achievement and in key skills (e.g. literacy, numeracy, and ICT capability)
    - reporting issues on students' progress and achievement to the Team Leader or Subject Leader
    - helping to promote effective working relationships with other professionals to ensure that they play a role in improving and sustaining student achievement
    - helping to promote effective working relationships with parents to ensure that they play a role in improving and sustaining student achievement
  8. To collaborate with other teams to facilitate the development of whole-school initiatives.
  9. To participate as required in meetings with colleagues and parents in respect of the duties of the post.
  10. To supervise students as required by the Headteacher including duties.
  11. The post holder in conjunction with the departmental policy will help to ensure effective liaison with external organisations.
  12. Where appropriate to carry out the duties of a **form teacher** in respect of form students, to include:
    - the maintenance of discipline and high standards of conduct and appearance of students
    - the establishment of a rapport with students to develop their social and academic potential and to be the main source of reference for their problems
    - ensuring absences and lateness are accounted for, taking appropriate actions where they are not
    - the tracking of student progress and intervention strategies
    - the compilation of reports, profiles and references on students as required
    - the effective teaching of the school Aspire programme for students
    - the monitoring of independent study of students, the teaching of form periods,
    - escorting the form to assemblies, attending assemblies and attending tutor meetings
  13. The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of Employment and will count as directed time as detailed in such statement, and as defined by the Headteacher.
  14. This job description does not define in detail all the duties/responsibilities of the post. These will be reviewed annually as part of the Appraisal process.
  15. Specific tasks and targets (identified in the Appraisal process).
  16. The post holder is expected to carry out any other tasks which the Headteacher or Governors may from time to time reasonably require.



## Person Specification – Teacher

Teaching and Learning	
• Secondary teaching across the age, gender and ability range.	E
• Knowledge of the Curriculum	E
• Establishing high expectations of all students.	E
• Teaching Maths to KS3, KS4	E
• Teaching Maths to KS5	D
• Extra-Curricular Activities	E
• Pastoral Experience e.g. Form Tutor	E
• Enhance students learning to make learning vivid, challenging, enjoyable and real	E
• How to use ICT as a tool to enhance teaching and learning	E
• Experience working/supporting colleagues in another school	D
Relevant Experience	
• Relevant experience as a successful teacher in a secondary school	E
• Proven track record of raising student outcomes	E
• Awareness of the latest developments and initiatives in education	E
Education and Training	
• Qualified Teacher Status	E
• Degree in related subject	E
• Coaching qualification	D
Behaviour and Safety	
• How to cultivate positive and effective teacher/student relationships to encourage the best from every student.	E
• How to promote inclusion and equal opportunities	E
• Secure understanding of safeguarding and keeping children safe	E
• Ability to create an excellent climate for learning within your teaching area	E
Achievement	
• Evidence of previous achievements relating to set outcomes	E
• How to use personalized learning strategies to ensure high-quality outcomes	E
• Understanding of a range of assessment for learning approaches, including grades where appropriate.	E



• Understanding of how to use Data to raise students' performance	D
• Ability to ensure students meet challenging targets in their classes	E
<b>Other Skills and Attributes</b>	
• Excellent communication, presentation, and interpersonal skills.	E
• Excellent knowledge, expertise, and enthusiasm.	E
• Excellent personal organisation and self-motivation.	E
• Proven ability to raise standards in classrooms other than their own	E
• Ability to establish curriculum development, assessment, coordination, and coaching	D
• A proven record of good attendance	E

**E = Essential D= Desirable**







## How to Apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

### Section One: Personal Details

Please ensure that all details are completed. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included.

### Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

### Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment, please indicate the reasons for this. This may be explored further in an interview.

### Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

### Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

### Section Six: References

Please provide two referees and their details. An email address must be provided. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

### Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

### **Safeguarding:**

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.





INSPIRE

ACHIEVE

CELEBRATE

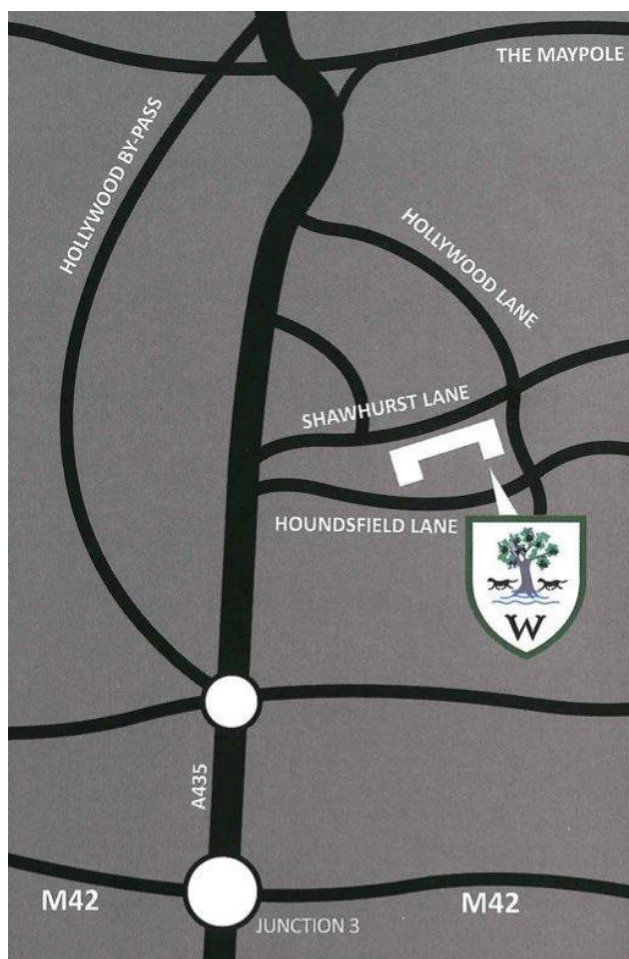
## Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane  
Wythall  
Worcestershire  
B47 5JW

Tel: 01564 823777  
Fax: 01564 820092

Email: [office@woodrushhigh.worcs.sch.uk](mailto:office@woodrushhigh.worcs.sch.uk)  
Web: [www.woodrushhigh.worcs.sch.uk](http://www.woodrushhigh.worcs.sch.uk)



### By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

### By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**.

At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted