



**Hadleigh High School**  
**Part of**  
**Penrose Learning Trust**  
**Maths Teacher - maternity**  
**Recruitment Pack**

**Aim  
High**

**Work  
Hard**

**Be  
Kind**



# Headteachers Welcome

Dear Applicant

Thank you for your interest in the post of Maths Teacher (maternity cover), at Hadleigh High School. This is an exciting opportunity to join our popular and successful school. Hadleigh High School is a vibrant, student-focussed 11 – 16 secondary school rated “Good” by Ofsted in January 2019. We foster a strong community and have great pride in our students and their achievements. Our examination results continue to improve year on year, but we still have ambitious plans for the future.

The job description summarises the broad range of responsibilities attached to this role. If you relish the opportunity of working in a supportive and stimulating professional environment, Hadleigh High school would welcome your application.

All applications must be made on the Trust’s application form. Applications should be returned by email to [applications@penroselearningtrust.uk](mailto:applications@penroselearningtrust.uk)

The closing date for applications is **Friday 11<sup>th</sup> October 2024 at midday**

The selection process is planned for **Tuesday 15<sup>th</sup> October 2024**

The school is committed to recruiting the highest quality individuals in order to build on our many successes. We can offer a range of incentives to attract the very best talent. These include:

- An outstanding continuous professional development programme.
- The school also offers a range of benefits to all employees through our pro-active staff well-being team.

Hadleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and Trustees to share this commitment. All appointments are therefore subject to satisfactory DBS and Immigration Checks, together with the receipt of references and only applications submitted on the school’s application form will be considered.

If you require any further information, or you would like to visit the school, please do not hesitate to contact me on 01473 823496.

Yours sincerely



Nicola Shingleton  
Headteacher

# School Vision Statement

All young people at Hadleigh High School, regardless of background or need, strive to be the best version of themselves through working hard, aiming high and being kind.

They will make outstanding progress academically, secure excellent destinations post-16, and become well-rounded, happy individuals who go out into the world and make a difference.

Our students will be diligent learners, who are resilient and able to adapt to an ever-evolving world. They are able to question the world in which they live and learn how our history and culture shape us. They take pride in their achievements and those of their peers, and have a strong sense of moral purpose.

Our young people will achieve success as a result of our strong culture of unwavering high expectations, where all students are supported and treated as individuals. Our excellent pastoral care will ensure all our students flourish through their personal development, positive habits and healthy relationships.

The school has an uncompromising focus on securing the highest calibre staff, and will be a beacon of outstanding classroom practice. We will harness the power of our community, national networks and the benefits of being part of the Penrose Learning Trust.

Our curriculum will be thoughtfully sequenced, balanced and aspirational, delivered by outstanding teachers who ensure the highest levels of progress. As a result, our students will be inspired to pursue excellence and embrace learning throughout their lives.

Core values

**Aim High, Work Hard, Be Kind**

# Job Description

## Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## Roles and Responsibilities

### Teaching and learning

- To teach as directed by the Headteacher.
- To work at the direction of the Headteacher to ensure the efficient delivery of the curriculum identified through Schemes of Work and in line with the National Curriculum.
- To promote attainment at the highest level of all students through effective teaching and learning.
- Identify and teach study skills that will develop students' ability to work independently.
- To regularly set homework, classwork, and controlled assessment in line with the agreed school policy.
- To undertake subject responsibility as reasonably directed by the Faculty Leader for Maths.
- To maintain in good order teaching room/area and resources for learning, including textbooks, student materials and equipment.
- To promote and celebrate achievement by students through the implementation of the school's rewards policy.
- To maintain effective discipline through implementation of the school's agreed procedures.

### Recording and assessment

- To maintain accurate and appropriate records of students' learning and achievements in line with other school and subject policies.
- To write regular reports to parents in accordance with the agreed school policy.
- Attend consultation evenings and keep parents informed about their child's progress.
- Use assessment data provided to set appropriate targets to raise progress of students.
- Update the Headteacher and Academy Committee on the effectiveness of provision for students in Maths.

### Standards and quality assurance

- Support the aims and ethos of Hadleigh High School.
- Attend Open and Information Evenings as required by the Headteacher within the agreed school's time budget allocation.
- To take part in the school's Performance Management scheme.
- Attend appropriate meetings and professional development training with the agreed school's time budget allocation.
- To inform Headteacher of concerns that may affect Health & Safety of school population.
- To implement all agreed school policies.
- Contribute to the school's programme of self-evaluation.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Attend team and staff meetings.

The job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar nature and/or level undertaken within the school are not excluded simply because they are not itemized.

The duties of this post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post holder to undertake this new/varied work.

***NOTE***

The duties and responsibilities of this post may vary time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder.

The Headteacher reserves the right to review and amend the job description.

# Person Specification

	Essential (E)	Desirable (D)
<b>Qualifications and Experience</b>		
• Graduate qualification in maths or equivalent	√	
• Qualified Teacher Status	√	
• Have a practical understanding of National Curriculum requirements in terms of content, classroom practice, differentiation, summative and formative assessment and reporting to parents	√	
• Experience of teaching maths to G.C.S.E level		√
• Demonstrable experience of improving successful student outcomes in the last three years		√
• Producing high quality experiences and outcomes for students		√
• Experience as Tutor and/ or pastoral work		√
<b>Professional Specification</b>		
• Have a clear understanding of what constitutes good or outstanding lessons	√	
• Commitment to extra-curricular activities		√
• Experience of working in a confidential environment	√	
• Ability to manipulate data and provide statistics in a reporting environment		√
• Developing differentiated lesson plans and Schemes of Work	√	
• Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work	√	
<b>Professional Skills and Attributes</b>		
• Ability to organise and prioritise workload and work on own initiative	√	
• The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	√	
• Ability to communicate well in writing and face to face to all stakeholders	√	
• Administration and organisation skills	√	
• The ability to identify own training and development needs and to cooperate with the means to address these	√	
<b>Personal Qualities</b>		
• A flexible and proactive work ethic	√	
• Attention to detail	√	
• Honesty and trustworthiness	√	
<b>Demonstrates the Commitment to:</b>		
• A commitment to and awareness of enhancement of quality education through equal opportunities for all	√	
• Safeguarding and promoting the welfare of young people	√	