



WE ARE ASTREA

TEACHER OF MATHS

COTTENHAM VILLAGE COLLEGE

PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





OPEN LETTER FROM OUR PRINCIPAL, HELEN CASSADY

Dear Candidate,

I am delighted that you are interested in applying for the post at Cottenham Village College (CVC). We joined Astrea on 1st June 2017 and we are proud of our staff, our pupils and of their achievements.

The Academy is located in Cottenham, a small village on the edge of the Fens. We have three main partner primary schools but recruit from up to 35 others. The area is broadly a mix of families who have worked in traditional occupations such as farming, and also families where adults commute to Cambridge or London for their place of work. The Centre School (<https://thecentreschool.net/index.php/en/>) shares a site with us.

We currently deliver a broad, rigorous education and we believe that pupils should leave school knowing a great deal and having had wonderful educational experiences.

We ensure that all of our colleagues access great CPD and we take seriously our responsibility to develop teachers to be the best that they can. Our CPD programme is subject-specific, regular, and focused on ensuring colleagues take advantage of the autonomy they are granted within the vision of the school. As part of the Astrea family of schools, we also benefit from their excellent CPD programme.

The Academy will have approximately 870 students on roll in September. In 2019, the school recorded its fifth successive year of excellent outcomes for our students. An example of this is that the Progress 8 score for 2019 was +0.34. Cottenham Village College is in the top 20% of schools nationally for academic attainment.

Cottenham Village College is a secondary school where we know every student as an individual and where the combination of excellent teaching, pastoral support and extensive facilities provide students with everything they need to reach their potential and become happy, successful and resilient adults.

A main line train service runs from nearby Waterbeach to London in an hour and Cambridge and the historic city of Ely are within close proximity.

Prospective candidates are warmly encourage visits prior to application. Please contact Sharon O'Mullane (email: headspa@astreacottenham.org) to arrange a suitable time.

Very best wishes,

Helen Cassady
Principal at Cottenham Village College



JOB DESCRIPTION

SALARY	MPS/UPS
CONTRACT TYPE	Fixed Term (12 Months)
WORKING PATTERN	Full time
HOURS PER WEEK	32

Purpose

Be responsible for teaching mathematics to classes across Years 7-11 as timetabled.

Key Accountabilities

- To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions Document and within the range of teachers' duties set out in that document.
- To work towards the agreed aims of the school.
- To teach the relevant subject as required.
- Ensure that all pupils achieve the very highest levels of which they are capable.
- Encourage and maintain very high standards of work and behaviour within the department.
- Contribute to the department's self-evaluation and development plan.
- Contribute to and support the ethos of the college.

Key Responsibilities

School Duties:

- Undertake duties before school, after school and at break, on a rota basis.
- Take reasonable care of department resources and to account for any equipment used.
- Set cover work when absent.
- Report anything that could endanger or threaten the health and safety of pupils or staff to SLT.

Teaching:

- Undertake a programme of teaching in accordance with the appropriate professional standards and the school curriculum;
- Teach pupils according to their educational needs, including the setting and marking of all class work and coursework carried out by pupils in the school and elsewhere;
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- Ensure that ICT, literacy, and numeracy are reflected in the teaching/learning experience of pupils;
- Ensure a high-quality learning experience for pupils that meet internal and external quality standards;
- Prepare and update subject materials;
- Maintain discipline in accordance with the school procedures, and to enforce good practice with regard to punctuality, behaviour, standards of work and homework;
- Undertake assessment of pupils as requested by external examination bodies, curriculum areas and school procedures;
- Mark, grade and give written/verbal and diagnostic feedback as required;



- Liaise with SENDCO and form tutors over pupils with special educational needs and to modify teaching accordingly, maintaining high expectations.

Form Tutor Duties:

- To be a Form Tutor.
- Develop positive working relationships with parents of students in your care.
- Offer care and support to pupils in all aspects of their school life and prepare them for adult life;
- Develop an understanding and knowledge of each student as an individual;
- Enable pupils to play an active role in all aspects of the school's tutorial and PSHE/conference day/careers programme;
- Undertake all administrative tasks to ensure the smooth day-to-day running of the school.

Health and Safety:

- To have due regard for health and safety in the workplace.
- To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy.
- Co-operate with health and safety requirements.
- Report all known defects.
- Use, but do not misuse anything provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform the head of establishment of any 'near-misses'.
- Be familiar with the emergency action plans for fire, first aid and security issues.
- Undertake specific designated duties regarding emergency evacuation.
- Raise health and safety and environmental issues with students.

Child Protection:

- Cottenham Village College is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Standards and Quality Assurance:

- Support and contribute to the aims and ethos of the school as identified in the staff handbook.
- Promote and model good relationships with pupils, colleagues, parents and visitors.
- To maintain an effective working relationship with all members of staff.
- Set a good example in terms of dress, punctuality and attendance.
- Participate in any necessary training and attend staff meetings where relevant.
- Participate in the College's staff appraisal process and take a lead in own professional development.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Any other responsibilities not listed above as reasonably requested by the Principal.



PERSON SPECIFICATION

EXPERIENCE

QUALIFICATIONS

SKILLS & KNOWLEDGE

OTHER

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org