



Teacher of Maths

Trevelyan Middle School, Windsor

Candidate Application Pack



preparing the way for others to follow

Contents

Thank you for your interest in our Teacher of Physics position at Upton Court Grammar School within Pioneer Educational Trust.

This pack contains:

- Details about Trevelyan Middle School
- Details about the department
- The job description and person specification
- Benefits of working at the Trust

We hope that you find the pack informative and useful. If you do have any further questions, then please contact Mrs Bhamini Lynn, Recruitment Manager and PA to Co-CEOs: blynn@pioneereducationaltrust.org.uk

You can also visit our school's website at: www.uptoncourtgrammar.org.uk or the Trust's website at: www.pioneereducationaltrust.org.uk





Thank you for your interest in working at Trevelyan Middle School, which is part of Pioneer Educational Trust. This is an exciting opportunity for a forward thinking, energetic and committed practitioner who will be part of the team that continues to move the school forward.

It is our mission to create a positive atmosphere and culture in which everyone in the school community can develop and excel. We are committed to excellence and personal enrichment as much as to the fulfilment of every learner's potential which will enable them to face future challenges with confidence.

The Trust is a vibrant and exciting learning community and we have an excellent working partnership between staff, learners and parents. Together we believe it is our job to unleash the huge potential among the pupils and enable all our young people to become successful and responsible citizens, resilient, resourceful and creative thinkers who are confident and happy.

We are committed to a school that is:

- a place of excellence where children can achieve full potential in their academic, creative, personal, physical, moral and spiritual development;
- a caring place where children and adults feel they make a contribution and are valued as individuals;
- a place of values where children learn respect for themselves and others;
- engendering partnerships between children, parents, staff and governors and the community as a whole.

Trevelyan Middle School provides a warm and friendly atmosphere, offering a springboard for personal development and achievement.

Our aim is to ensure that every pupil is challenged, stimulated and encouraged to make the most of every opportunity. We achieve through our team of enthusiastic and dedicated staff who deliver a varied curriculum as well as plentiful extra-curricular opportunities.

We offer a unique blend of skills and knowledge by planning activities which address children's learning styles through high quality teaching and interaction.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands remaining positive and focussed;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- relish the opportunity to engage and talk to children outside of the formal classroom environment;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post and to be part of a committed team of staff.

We will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Developing decent people:

Results and qualifications are important, but they are not the whole story. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We will do this by instilling an acceptance that hard work, effort and application really does pay off and are rewarded. And through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn as this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for All:

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on Attitude:

We will frequently stand back and reflect on how we can do things differently and better. This means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in Numbers:

Each of our schools is different. Each serves its own community; each has its own history. But at the heart of all our schools is a strength brought about by working together within a multi-academy trust enabling shared resources, shared knowledge, shared experience and shared success. We never forget that as a Trust we are in the unique position of seeing through a child's education from the start, to the first words they read and write, right through to the time when they secure their first job or acceptance into higher education.

We are privileged and look forward to welcoming to the team staff who share our vision and high aspirations for our children, their families and the communities we serve.

Trevelyan is a safe, happy and inclusive school based around our key values of ENRICH – Encouraging, Nurturing, Respectful, Inspiring, Creative & Happy.

Our mission statement is: *Inspire and I will follow, make learning fun and I will enjoy, encourage and I will succeed, being respectful of others and things around me will make us happy, nurture and the future is bright.*

If you share these values and feel you can meet the needs of all of our pupils without limitation, I look forward to receiving and reading your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Pritchard', with a stylized flourish at the end.

Mr Mark Pritchard
Executive Headteacher

Maths at Trevelyan Middle School

Mathematics contributes to the school curriculum by developing pupils' abilities to calculate; to reason logically, algebraically, and geometrically; to solve problems and to handle data. Mathematics is important for pupils in many other areas of study, particularly Science, ICT and Technology. It is also important in everyday living, in many forms of employment, and in public decision-making. As a subject in its own right, Mathematics presents frequent opportunities for creativity, and can promote excitement and wonder when a problem is solved for the first time, or a more elegant solution to a problem is discovered, or when hidden connections suddenly manifest.

It enables pupils to build a secure framework of Mathematical reasoning, which they can use and apply with confidence. The power of Mathematical reasoning lies in its use of precise and concise forms of language, symbolism and representation to reveal and explore general relationships. Mathematics helps us to understand and change the World.

OUR VISION, AIMS AND OUTCOMES

The staff within the mathematics department at Trevelyan form a dedicated, supportive team of forward thinking, passionate educators whose joint goal is to provide an 'outstanding' level of teaching and learning to all pupils by establishing an atmosphere of discovery, creativity and innovation. As a result of inspiring teaching, we aim to enhance children's enjoyment and confidence to ultimately raise progress and attainment.

Children are taught in ability groups with the aim of setting challenging targets with high expectations for all pupils, including high expectations of presentation, progress and attainment. A variety of creative approaches to teaching are used to engage and motivate pupils, ensuring their active participation. In addition, enrichment activities are provided to challenge and stretch every pupil at Trevelyan with additional support and intervention given to children who experience difficulties. A well established and rigorous monitoring and assessment system is used to create a clear picture of progress and attainment which informs teaching and learning. All members of the mathematics department strive to enable pupils to leave Trevelyan with the best possible results in KS2 SATs exams and KS3 Transfer exams as well as having a love of the subject and the belief that they can succeed, irrespective of their own individual starting points.

SUPPORT

Whether arriving at Trevelyan with a primary or secondary background, all teachers joining the team will be provided with support to ensure a smooth transition into the middle school setting. Our Mathematics Schemes of Work, which are provided as working documents for all year groups, are written in accordance with the New Curriculum, with guidance from the NCETM with particular focus on Mastery Teaching approaches. The schemes of work ensure full National Curriculum coverage that contain:-

- Long and medium term aims
- Learning objectives to be achieved
- Advice on material to support and extend pupils
- Recommendations of pace
- Resources available
- ICT available
- Ideas on how to enhance your teaching
- Assessments
- Differentiation

Job description

Job title	Main Scale Teacher
Line managed by	Subject Lead
JOB PURPOSE <ul style="list-style-type: none">Secure and maintain high quality learning and teaching in order that students are able to make progress and achieve to their potential as successful, resilient and independent learners.Contribute to the overall ethos, work and aims of the Trust	
KEY AREAS OF IMPACT <p>Strategic Direction:</p> <ul style="list-style-type: none">Establish and uphold the ethos of the school with students through the full implementation of policies;Implement school policy and procedure reflecting the school's commitment to high achievement, ensuring each student is treated as an individual and able to develop as successful learners;Contribute to the development of learning to learn and assessment for learning;Support the subject lead as required and directed in implementing the department development plan and to assist in evaluating the impact of the plan on teaching and learning. <p>Teaching and Learning:</p> <ul style="list-style-type: none">Establish and maintain an environment which promotes effective learning and provides an appropriate level of challenge for able students;Plan and deliver lessons in accordance with the agreed scheme of work / subject specification, taking account of the specific learning needs of students within the class;Plan homework or other out-of-class work to sustain individual learners' progress and to extend and consolidate learning through the marking of this work where appropriate;Actively promote personalised learning and assessment for learning opportunities within their subject for the benefit of the students;Analyse a range of relevant performance data for students in their classes and use this to plan future learning and inform target setting;Follow subject and school procedures for the assessment, recording and reporting of student attainment and progress including attendance at parents' evenings;Provide timely and relevant information enabling each student to understand their current levels of attainment and the action they must take to achieve to their potential, including report writing;Actively promote the development of effective subject links internally and between partner schools and the wider community (locally, nationally and internationally);Monitor attendance and behaviour of students in their classes in accordance with school policy taking appropriate action including contacting parents;Undertake the teaching of classes/groups as may reasonably be required by the Head of School or Line Manager. <p>Quality Assurance:</p> <ul style="list-style-type: none">Actively participate in performance management and professional development;Participate, at the request of the Head of School, in the school's monitoring, evaluation and review procedures including evaluation against quality standards and performance criteria;Evaluate the impact of their teaching on the progress of all learners and modify their planning and classroom practice where necessary. <p>Resource Management:</p> <ul style="list-style-type: none">Follow school procedures in the allocation and use of resources to support effective learning and teaching.	

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

KNOWLEDGE AND SKILLS**Subject teachers should demonstrate knowledge and understanding of:**

- Professional Standards required of all teachers in England;
- School policies and procedures;
- Secure knowledge of subjects/curriculum areas and related pedagogy across the full age range;
- Relevant statutory and non-statutory curricula and frameworks for identified subjects/curriculum areas;
- Schemes of work for subject(s) taught;
- Principles and practices in relation to managing learning and teaching, including behaviour;
- The appropriate application of ICT, literacy and numeracy to support teaching and wider professional activities;
- Health and safety issues as they relate to their particular subject area(s).

SAFEGUARDING

Pioneer Educational Trust is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring Service (previously CRB) check.

ADDITIONAL DUTIES:

- Liaise effectively with SENCO, and other appropriate persons to ensure that learners' with special needs (inc. gifted and talented) are given appropriate support;
- Attend parents' evenings and other events specified by the Head of School;
- Any teacher can expect to be designated as a form tutor. As such, any form tutor should adhere to the following roles and responsibilities:
The form tutor's role is to:
 - Carry out statutory tasks, including completing registration accurately and on time;
 - Monitor and support learners' academic and social progress;
 - Monitor learners' attendance, punctuality and behaviour, taking direction from Head of Key Stage as appropriate;
 - Contribute to the tutees' spiritual, moral, cultural and social education;
 - Make him/herself available to parents/carers, where appropriate, for the purpose of discussing personal matters concerning a learner's welfare, behaviour and other concerns that may adversely affect successful learning;
 - Attend tutors' evenings, and other events specified by the Head of School;
 - Ensure learners' are prepared for learning including addressing uniform and equipment;
 - Encourage students to support and / or participate in school events including charitable events, PSA events etc.;

- Check that learners' diaries have been signed by their parent / carer, and sign learners' diaries every week;
 - Ensure that all learners and their parents / carers have signed the Home/School Agreement;
 - Implement pastoral initiatives led by senior management or the Head of Key Stage;
 - Respond to subject reports through the writing of tutor reports.
- Play a full part in the life of the school community, support the school ethos and encourage students to follow this example;
 - Actively promote school policies;
 - Alert the Head in the event of any suspected Child Protection issues that may be affecting a learner;
 - Reflect on and improve professional practice and take responsibility for identifying and meeting development needs;
 - Undertake any other duty as specified by school teachers pay and conditions of service not mentioned in the above.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Qualifications	Essential	Desirable
Degree and Qualified Teacher Status	✓	
Enhanced DBS	✓	
Ongoing CPD portfolio	✓	
Further degree or diploma		✓
Experience, skills and knowledge	Essential	Desirable
Knowledge and understanding of the National Standards for Teachers	✓	
Knowledge of the requirements of the National Curriculum	✓	
Evidence of successful teaching across the age and ability range	✓	
Ability to use assessment to raise standards of achievement	✓	
Ability to communicate effectively with pupils, parents and other professionals, orally and in writing	✓	
Knowledge of current educational issues, including ECM	✓	
Sound subject knowledge	✓	
Ability to use ICT effectively to support your professional role	✓	
Ability to use a SMARTboard		✓
An understanding of emotional literacy and developments to support learning and teaching, e.g. SEAL		✓

Personal qualities	Essential	Desirable
Be a team player	✓	
Ability to motivate and inspire pupils	✓	
Ability to use tact, diplomacy, sensitivity and good humour	✓	
Ability to work under pressure and determination to succeed	✓	
A willingness to learn new skills and approaches and work in partnership with others	✓	
Active participation in school developments, such as extra-curricular activities / educational visits / out-of-hours learning	✓	
Commitment to safe-guarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks including enhanced CRB checks	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	✓	



preparing the way for others to follow

Why work with Pioneer Educational Trust?

Workload and wellbeing has been placed at the centre of Pioneer Educational Trust
and we offer our staff the following benefits:

- Priority admission for children of staff
- Cross phase opportunities for career progression
- Free on-site car parking
- Interest free travel to work loans
- Free counselling and legal advice for all staff through an Employee Assistance Programme
- Enhanced employer pension contributions via excellent Defined Benefit Pension Schemes
- Enhanced maternity / paternity / adoption leave schemes
- Enhanced parental bereavement pay
- Corporate eye care scheme
- Lunch for staff at cost price
- Complimentary tea, coffee, milk and sugar throughout the school day
- Free annual seasonal flu vaccination
- Reward gateway with access to savings and discounts across a number of retailers and services
- Long service recognition ; first milestone being 3 years
- Additional time during the school day to facilitate professional development
- Pay policy for support staff which is linked to teaching staff to ensure all staff are treated equitably
- Annual calendar of events shared with all staff at the start of the year which includes calendared 'No Meeting Weeks' and two week October half term
- No gradings of lessons or individuals
- Annual charity challenge providing staff with an opportunity to challenge themselves while raising money for charity
- Flexible approach to family commitments such as children's assemblies, sports days etc.
- Excellent ongoing CPDL
- WorkWell Committee & annual engagement survey to ensure we are always pioneering in prioritising staff engagement & satisfaction
- Work conscious marking & assessment practices
- Email protocol to protect time outside of the school day
- Early finish for teaching and non-teaching staff at the end of each long term