

# Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

## Lead Practitioner Maths

Vacancy Information booklet



# Lead Practitioner Maths at Bedford High School

We are looking for a talented, committed, and enthusiastic teacher who is able to provide challenging and enriching teaching and share their passion for Mathematics both with students and colleagues.

At Bedford, our vision for the Mathematics department is for students to enjoy their studies of maths, to have every student leave us with the knowledge and skills they need to see the relevance of Mathematics to daily life, and to enable each and every student to access all the numeracy required to become a successful adult.

In KS3 and KS4, students follow a scheme of work adapted from White Rose Maths, but tailored to the needs of Bedford students. This builds on learning from Key Stage 2, and promotes depth of understanding along with problem solving and knowledge retention. Students are regularly assessed to ensure any gaps are addressed, and hence they are entered for the correct tier at GCSE.

For students who have the ability and desire to study Mathematics at A Level, we also offer a Level 2 Certificate in Further Mathematics in Year 11, which acts as a bridge between GCSE and A Level.

Above all we aim to foster within our students a love of the subject that prompts a desire to explore the topics we study and to enable pupils to solve more complicated mathematical problems. We are looking to appoint a member of staff who shares these values and who is dedicated to ensuring that students get the best learning experience possible in Mathematics.

We look forward to welcoming a new member to our team.

Dear Colleague


Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in October 2023. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk). Please return completed application forms to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery  
Headteacher

## Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

## Our School Values

To Care, To Learn, To Achieve.

## Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

## Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Dedicated off site wellbeing hour for all staff
- Gym facilities
- Continued professional development

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Bedford is a great place to work.

## Job Description

<b>Job title:</b>	<b>Lead Practitioner - Mathematics</b>
<b>Job purpose:</b>	<ul style="list-style-type: none"> <li>• Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher in accordance with Teachers' Standards.</li> <li>• To develop and enhance the teaching practice of others and improve the quality of teaching and learning in your department and the wider school community.</li> <li>• To facilitate the sharing of best practice across the Maths department.</li> <li>• Implement and deliver an appropriately broad, balanced, ambitious and relevant Maths curriculum for students.</li> <li>• Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To raise standards, achievement and attainment in your subject specialism (in conjunction with the Subject Leader).</li> <li>• To coach others and encourage the development of coaching and collaboration to improve teaching &amp; learning amongst colleagues.</li> <li>• To be informed about the latest research into Maths curriculum design and effective pedagogy.</li> <li>• To promote the development of cross- curricular links between Maths and other subjects.</li> <li>• Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Headteacher via Subject Leader
<b>Responsible for:</b>	To be confirmed
<b>Liaising with:</b>	Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies and parents.
<b>Salary:</b>	LP 4 - 8
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent
<b>Disclosure:</b>	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. You will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.
<b>Base:</b>	Bedford High School
<b>Date:</b>	April 2024

## TEACHING

- Teach, students according to their educational needs, including the setting and marking of work in accordance with school and department policy.
- Working collaboratively with subject colleagues to improve the quality of lesson planning and resources and making direct contributions to the Departmental Self-Evaluation Form.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students which meets internal and external quality standards.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the curriculum.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Following all agreed recording and reporting arrangements to parents according to school policies, calendar dates and deadlines.
- Meet the statutory teacher standards.

## STRATEGIC/ OPERATIONAL ASPECTS PARTICULAR TO THE ROLE

- To support in the development of appropriate specification, resources, schemes of work, marking policies and teaching strategies in the curriculum area and faculty.
- To assist in monitoring and following up student progress in your subject specialism.
- To produce high quality teaching materials.
- To advise on classroom organisation and teaching methods.
- To support teachers experiencing difficulties.
- To support colleagues to improve their practice.
- To spread good practice based on educational research.
- Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make good progress.
- Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development.
- To take an active part in the planning, development and delivery of the school's CPD programme.
- To identify, through drop-ins and lesson observations, key pedagogical areas for improvement across the school and work with all members of staff to develop these areas through work directly in the classroom and CPD sessions.
- Lead a structured programme to provide clear feedback, good support and sound advice to other teachers to improve their performance.
- To motivate and support colleagues to improve their effectiveness and address their developmental needs.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.

## CURRICULUM PROVISION

- Liaise with the Subject Leader, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

## CURRICULUM DEVELOPMENT

- Lead in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.
- To support curriculum development within the faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology generally.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To work in conjunction with SLT and curriculum leaders to ensure high standards of teaching and learning and the development of teaching and learning strategies.
- Create and maintain a climate to secure good teaching, effective learning and high standards of achievement.

## STAFFING

- To work with the Subject Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective deployment of classroom support.
- Lead professional development of staff through example by modelling good practice in your subject specialism area including pedagogic strategies, classroom management both in school and with partner primary schools.
- Take a lead role in the organisation and delivery of INSET.
- Take a strategic role in the school's coaching and mentoring systems in order that best practice is disseminated throughout the school.
- Motivate and enable all staff to carry out their roles to the highest standard through advising on high quality continuing professional development based on assessment of needs.
- Implement performance management arrangements in line with the school policy.
- Participate in the interview process for posts when required.
- Take responsibility for own professional development.

## QUALITY ASSURANCE

- To assist in the process of the setting of targets within the faculty and to work towards their achievement.
- To help to establish consistent high standards of practice within the faculty and develop the effectiveness of teaching and learning styles.
- To implement school quality procedures and to ensure adherence to those within the faculty.
- Assist the SLT in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Ensure the effective operation of quality assurance systems, participating in the School's self review process.
- Contribute to the school procedures for quality assurance and departmental review and ensure adherence to those as delegated by the Headteacher.
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.



## MANAGEMENT INFORMATION

- Maintain appropriate records and to provide relevant accurate and up-to-date information when requested.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.
- To assist in the use of analysis and evaluation of performance data.
- To assist in the production of reports on examination performance
- To assist in the identification of exam entries within the faculty.
- Make explicit to relevant stakeholders the school's high expectations that all students can succeed.
- Seek out and use national, local and school data, OFSTED evidence and research findings in professional and school development.
- Provide information to support the school's SEF.
- Provide the Headteacher and the Governing Body with information relating to delegated areas of responsibility concerning performance and developments.

## SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote the school positively at all times.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- Any other duty deemed by the Headteacher to be appropriate to this post.

## Health and Safety

- To coordinate a healthy and safe working environment in school and on activities and trips;
- Appropriate supervision levels and ensure that they are adhered to;
- High standards of behaviour and discipline within the area on a day to day basis

## Additionally

- To perform the duties and responsibilities in keeping with the 'Professional Standards for Teachers'.
- To ensure that children are safeguarded at all times.
- To perform any such duties as deemed reasonable and appropriate at the request of the Headteacher.

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

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

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 description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.



## Person Specification

<b>Role Title:</b>	Lead Practitioner Mathematics
<b>Salary:</b>	LP 4-8
<b>Reports to:</b>	Subject Leader and Headteacher for specific area
<b>Date:</b>	April 2024

Attribute	Essential/Desirable		Assessed by...				
	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
Qualified Teacher Status	✓		✓				
Degree	✓		✓				
Recent participation in a range of relevant INSET	✓		✓				
Successful experience of teaching in a UK secondary school	✓		✓				
A clear vision of the place of the Maths department in the curriculum.	✓			✓			
Knowledge and understanding of current developments in Maths	✓			✓			
Evidence of high quality classroom practice	✓				✓	✓	
A clear understanding of the issues surrounding the teaching, learning and assessment of KS3 & KS4 Maths	✓			✓			✓
Commitment to support and develop the values of Bedford High School, its students and staff	✓			✓			
Commitment to promoting the equality and diversity agenda within an inclusive School	✓			✓			
Commitment to ensuring the highest standards of safeguarding are implemented within the school	✓			✓			
Ability to exercise sound management of students in an inclusive school context	✓			✓		✓	
A willingness to support the schools aim of strengthening links with the community		✓					✓
The ability to build and maintain effective relationships	✓					✓	✓
The ability to develop effective teamwork	✓						✓
The ability to anticipate and solve problems creatively	✓			✓			✓
The ability to demonstrate loyalty and confidentiality	✓				✓		
The ability to prioritise and manage time effectively	✓				✓		
The willingness to be generous in time and spirit	✓			✓			✓
Letter/application form are fully completed and error-free	✓		✓	✓			
Strong support/positive recommendation from referees	✓				✓		

Leadership & Management	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
Relevant leadership or management experience in a school.		✓	✓	✓	✓		✓
Has successfully raised attainment, achievement and standards in their present school, with students achieving good value added.	✓		✓	✓	✓		✓
Experience of developing and sustaining a learning culture and ethos that has high expectations and standards of achievement at its core.	✓			✓			✓
Is an outstanding teacher who delivers enhanced lessons consistently every day and who is always looking for ways in which to improve.	✓			✓	✓	✓	
Understands the significance of interpersonal relationships and strategies for promoting individual and team development.	✓						✓
Knows how to promote an open, fair and equitable culture.	✓						✓
Demonstrates a clear understanding of the principles and practice of quality assurance systems, including subject review, self-evaluation and performance management and have experience of these.	✓			✓			✓
Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of teaching & learning.	✓			✓			✓
Experience of building and sustaining effective relationships with parents, guardians, other schools and partners and the broader community that enhance the education of students.		✓		✓			✓
Inspire, challenge, motivate and empower individuals within the team to achieve high standards of teaching & learning.	✓		✓		✓		✓
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	✓		✓		✓		✓
Demonstrate personal and professional integrity, including modelling values and vision.	✓		✓		✓		✓
Prioritise, plan and organise themselves and others.	✓		✓		✓		✓
Think analytically and creatively and demonstrate initiative in solving problems.	✓		✓		✓		✓
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	✓						✓
Demonstrate a capacity for sustained hard work with energy and vigour.	✓				✓		✓
Demonstrate resilience and optimism.	✓				✓		✓

## **What to expect**

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk).

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

## **The interview process**

**Deadline: Friday 10<sup>th</sup> May 2024 at 9.00 am**

**Interviews: w/c Monday 20<sup>th</sup> May 2024 or earlier for the right candidate.** Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

**Start date: September 2024**

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

### **Our commitment to safeguarding**

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.