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| **Assistant Director of Maths**  ***Teacher Main/Upper Scale + TLR 1a with a £5000 Recruitment and retention package available***  Hazel Wood High School  Application Pack  CONTENTS   |  |  |  | | --- | --- | --- | | A | Job Advert / Summary | 2 | | B | Welcome Letters from the CEO and Headteacher | 3-4 | | C | About Hazel Wood High School | 5-6 | | D | Job Description | 7-8 | | E | Person Specification | 9 | |



**JOB ADVERT/SUMMARY**

**Assistant Director of Maths**

Dates: Apply as soon as possible or by the final deadline of 12 noon, 6th February 2020

Salary: Teacher Main/Upper Scale + TLR 1a with a £5000 Recruitment and retention package available

Start date: As soon as possible or September 2020

Contract type: Full-time; suitable for experienced teachers

Contract term: Permanent

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**Hazel Wood High wishes to appoint a well-qualified, hardworking and enthusiastic Assistant Director of Maths, capable of making a strong contribution to our rapidly improving school. We are passionate about delivering a high quality and engaging Maths curriculum and this is a great opportunity to join a dedicated and hardworking department where you will be supported to develop your practice. We see this position as a key role in leading this faculty forward and as an aspirational step towards school leadership. This post is offered with a significant TLR and a recruitment and retention package.**

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

* A school with a strong will and determination to continue to improve
* A school that has high expectations of all who work here
* A school that places teaching and learning at the heart of school improvement
* A school that is driven by strong values, invests in its staff and students and has a high
* regard for their welfare
* A supportive and cooperative teaching staff who are committed to their roles
* A school that works effectively with all stakeholders
* A caring school where you can make a real difference to the lives of young people

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond.

Employees of Hazel Wood High have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Appointment is subject to a satisfactory enhanced disclosure from the Criminal Records Bureau and references.

Applicants are asked to complete the application form and write a letter, which responds to the person specification, which tells us about your experience and skills relevant to the post and stating why they feel they would be suitable for the position; this must include how candidates meet all essential aspects of the person specification.

Please do not send CV’s. Completed applications and supporting letters should be returned by email to the HR department at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk). We would welcome applications as soon as possible, the final deadline is February 6th 2020 at 12 noon , however applications that arrive earlier than this date will be considered as and when we receive them.



Letter of welcome from Elaine Parkinson CEO, Executive Headteacher and NLE

Letter of welcome from Elaine Parkinson CEO, Executive Headteacher and NLE

Dear Applicant,

Thank you for your interest in a teaching post at Hazel Wood High. I would like to give you some information about the school and the Oak Learning Partnership.

Hazel Wood High (previously Broad Oak Sports College) was placed in a category last year and has recently had an Ofsted monitoring visit, which found that leaders and managers are taking effective action towards the removal of special measures. We are very proud of the progress the school has made and see this post as pivotal in succeeding on the next stage of our journey. We are looking for a colleague who will share our passion to provide the very best education and care for our wonderful pupils.

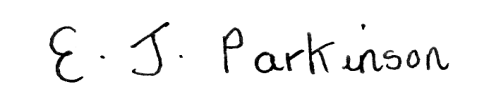
As a result of the Ofsted inspection last year the school was designated to be a sponsored school as part of an academy. The decision was made for Hazel Wood High to join the Oak Learning Partnership. The trust formed on 1st April and includes three schools: Elms Bank (a secondary special school), Unsworth Primary School and Hazel Wood. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. I am very proud that the trust has been chosen to sponsor Hazel Wood High and know with the dedicated teams we have across all three schools we will as a partnership make the difference needed at Hazel Wood.

The Oak Learning Partnership has firm values focused on inclusion and giving every pupil the opportunity to make the very best progress. We recognise that some pupils will have additional challenges and it is our firm belief that as professionals we should work with all young people to ensure that they receive the very best education in order to live happy and successful lives once they leave school. We are looking for a member of staff who wants to make a difference and a professional who will go above and beyond to ensure that this happens. In return you will work with a dedicated staff team both within the school and also in the wider trust. You will also be able to contribute to developments beyond Hazel Wood High and take advantage of working within a trust, which is also part of a teaching school.

If you want to join us and know you can make an impact on our pupils, we would welcome your application. We welcome you visiting Hazel Wood High and if you wish to do so please contact Mr Paul Greenhalgh, Headteacher at the school.

I wish you every success with your application.

Best Wishes



Elaine Parkinson

Executive Headteacher and CEO of the Oak Learning Partnership.

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Letter of welcome from Paul Greenhalgh – Headteacher

Dear Applicant,

I am the Headteacher of Hazel Wood High School and during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

The school has a good reputation for being a caring and inclusive school, and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students.

Every student is challenged to achieve outcomes in line with the top 20% of students nationally who have the same starting points and we are determined not to settle for mediocrity. We believe that all our students deserve the very best education that we can provide.

Our teaching staff aspire to raise the standards and quality of teaching and learning, this is encouraged through inspiring and supporting colleagues and ensuring that best practice is shared and embedded. Our staff are all committed to continually improving their practice to ensure that the provision is achieving the very best outcomes.

Through high expectations around behaviour and learning, actively applied in the classroom we believe facilitates the student’s ability to understand and utilise these lessons in everyday life.

The cumulative impact of all this work was recognised at our recent Ofsted Monitoring visit. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring we are as financially secure as anyone can be at the present time.

As a part of the Oak Learning Partnership we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase of our transformation. If you would like to join our excellent team then we would like to hear more about you.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school on 0161 797 6543 or by e-mailing me directly [p.greenhalgh@hazelwoodhigh.co.uk](mailto:p.greenhalgh@hazelwoodhigh.co.uk) to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Paul Greenhalgh

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Our Vision

**Fostering a sense of pride and community and providing**

**opportunity for all to excel.**

Our Values

**RESPECT**

To be a role model to others and demonstrate positive interactions with all

To use good manners, treating others how we wish to be treated

To engage with others and to be considerate and kind

To be prepared and organised

To listen to others

**RESPONSIBIITY**

To provide consistency of procedures, policies and professional behaviours

To ensure the safety and wellbeing of all at Hazel Wood High School

To engage, enthuse and inspire our learners thorough the whole school Journey

To be inclusive by understanding the whole child and their needs

To promote the ethos of the school within the wider community

**ASPIRATION**

To demonstrate a ‘can do’ attitude

See every challenge as an opportunity to shine

To work with integrity in order to be a good role model

To reflect on our practice and seek to improve as a life-long learner

To create a safe environment so that we are not afraid to try

**About Hazel Wood High School.**

Hazel Wood High School opened on the 2nd September 2019 as a sponsored Academy as part of Oak Learning Partnership, the school was formerly known as Broad Oak Sports college. Our new school launched following significant improvement works and it is a school we are very proud of.

Hazel Wood High School is a smaller than average secondary school with 650 students currently on roll and standard intake number of 650 that we hope to grow to 720 by the end of the Academic Year 2022. Pupil numbers are rising and our current Year 7 is above capacity and is oversubscribed.

Hazel Wood High School retains its position at the heart of its local community and many families have sent all of their children to the school which contributes to the strong relationships we have with our parent body. We have good relationships with our local primary partners and take our students from over 22 different primary schools.

We currently have 38 teaching staff all of which are specialists in their teaching areas ably supported by 26 members of support staff. Staff are committed not only to providing a safe and stimulating classroom and learning environment but also to providing opportunities that enrich the lives of our students.

We place great emphasis on an engaging curriculum and we are very proud of our unique Year 7 transition model that aims to ensure a smooth, positive and exciting experience throughout the transition year both academically and pastorally.

Our central values of Respect, Responsibility and Aspiration permeate everything we do and we would encourage you to come into school to have a look around and talk with our staff at any time.

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**JOB DESCRIPTION**

**Job Title/Post: Assistant Director of Maths**

**Salary: Main scale / UPS + TLR1a with £5000 recruitment and retention package**

***Responsible to:*** Director of Faculty

***Line Manager:*** Director of Faculty.

***Persons*** ***Line Managed:*** Teachers of Faculty

***Purpose of the Post:***

Assist the Director of Faculty in raising standards of student attainment and achievement within the Maths curriculum area with a focus on KS3 in line with national and school policies/ priorities. This will include Leading, Developing and Managing the quality of teaching; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in Maths.

**Teaching and Learning**

***Generic and Specific Responsibilities***

1. The successful candidate will be expected to assist the Director of Faculty by leading KS3, developing and enhancing the quality of teaching and learning within the faculty by:
2. Setting and maintaining high standards of teaching and learning across the age and ability range.
3. In the absence of the Director of Faculty, ensuring that appropriate work is supplied for the use the Learning Manager, supply or substitute staff.
4. Taking on the role of subject mentor for NQTs, RQTs, ITTs and new staff.
5. Developing strategies to monitor and promote effective transition arrangements in the faculty to ensure continuity and progression for all pupils and to liaise with the appropriate Assistant Head Teacher in this respect.
6. Assisting the Director of Faculty in reviewing, developing and refining schemes of work for KS3 by leading and managing other staff in the Faculty to extend and improve our current resources.
7. Developing and co-ordinating curricular links with primary schools and external agencies.
8. Taking a leading role in agreed subject areas and any specific project(s) to be decided with the Director of Faculty.
9. Managing and developing high quality teaching resources within agreed subject areas to match the needs of the curriculum and the different abilities of learners.
10. Assisting the Director of Faculty by monitoring, reviewing and developing all Faculty policies and strategies in line with the strategic aims of the school.
11. Assisting the Director of Faculty by leading curriculum development for the whole department/faculty as required.
12. Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.
13. Assisting the Director of Faculty by promoting learning through out of hours activities.
14. Assisting the Director of Faculty by promoting the Home/School Partnership and the school Homework Policy
15. Ensuring a high-quality learning environment within the Faculty by managing and improving:

* The fabric of the classrooms within the faculty area.
* Displays and exhibitions of pupils’ work, including references to levels or GCSE grades on display work.
* Classroom behaviour by ensuring that faculty policies on sanctions are consistent with the agreed school Positive Behaviour Policy and its systems.

1. Liaising with Senior Managers to support teachers within the faculty by identifying:-
   * + their CPD needs which will enhance teaching and learning;
     + induction of new teachers to the faculty, including Newly Qualified Teachers (NQTs), the support of trainee teachers.

**Recording, Reporting and Assessment**

Assisting the Director of Faculty by monitoring, developing and enhancing the assessment arrangements within the faculty at KS3 and KS4, in line with in line with the school’s targets. This will involve co-ordinating and monitoring strategies to raise pupil achievement and ensure continuity of progress, making best use of assessment information

Managing, setting and co-ordinating the results from examinations, or other assessment instruments; liaising with the Assistant Headteacher, the school Administrator and other staff regarding identified subjects curriculum assessments.  
  
Being accountable for monitoring, developing, and co-ordinating strategies to raise pupil achievement.  
  
Assisting the Director of Faculty by monitoring and reviewing long term and short term planning within the Faculty to ensure coverage, provision of a range of learning experiences,   
  
Ensuring that Faculty reports on students are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school’s reporting arrangements.

**Leadership**

1. Assisting the Director of Faculty to develop self-evaluation strategies within the faculty to monitor, evaluate and improve the quality of teaching and learning through: -

* A structured, rigorous and recorded programme of lesson observation for all staff; providing feedback and advice on improvement as appropriate
* Completing self-evaluation audits to identify strengths and areas for improvement
* Ensuring that this process informs improvement planning within the Faculty
* Developing and formalising arrangements for the scrutiny of pupil’s work and staff planners
* Assisting the Head of Faculty in the production of a detailed School Development Plan in line with agreed whole school priorities.

Deputising for the Director of Faculty in the event of absence: take responsibility for the day-to-day management issues in this event. To deputise for the Director of faculty by attending meetings or working parties as and when required.

**Standards and Quality Assurance**  
  
Ensure that the department’s quality procedures meet the requirements of the school’s self-evaluation strategy and the Improvement plan.

Liaising with appropriate external agencies, organisations and other schools to ensure the maintenance of high standards within the faculty.  
  
Attending and participate in open/parent evenings.  
  
Attending team and staff meetings.  
  
**Other Duties and Responsibilities**  
  
Any other duties that the Head Teacher may from time to time ask the post holder to perform.

*Additional Notes: The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.  In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school’s published Time Budget Policy and have regard to clause 4(1) (f) of a Teacher’s Conditions of Employment.*

**THIS SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS STAFF TO SHARE THIS COMMITMENT.**

PERSON SPECIFICATION

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|  | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| Qualifications and  Training | * Qualified Teacher status * Degree * Relevant Qualifications * Relevant in-service training during the last three years | * Good honours degree * A range of relevant in-service training during the last three years | * Application Form * Application Letter * References |
| Experience | * Significant successful teaching experience and an excellent classroom practitioner. * Evidence of work which has led directly to positive outcomes for students * Involvement in leading CPD | * Experience in more than one school * Collaborative work with other schools. * Leadership and Management experience in a secondary school * Experience of leading a successful whole school initiative * Experience of Curriculum Development, Assessment and/or development and quality assurance of Teaching & Learning | * Application Form * Application Letter * References * Interview Process |
| Knowledge and Values | * Ability to articulate a sound educational philosophy consistent with the school’s aims * Enthusiasm for learning * Empathy with young people * A good range of Information Communication Technology skills * Be committed to having a positive impact on the learning and teaching of students in your charge. | * A high order of Information Technology skills which have been deployed to support student learning * Understanding of effective practice in the teaching of all areas of the curriculum and cross-curricular themes | * Application Form * Application Letter * References * Interview Process |
| Personal Qualities | * Inspirational Leadership skills * Ability to work on own initiative * Ability and willingness to work with a wide range of people * Very good health, attendance and punctuality records * Excellent interpersonal skills * Smart professional appearance * Track record of being a team-player * Be ambitious and keen to contribute to whole school development. * Positivity & Resilience. |  | * Application Form * Application Letter * References * Interview Process |