



**North East
Learning Trust**

Head of Mathematics-Senior Leader
Hermitage Academy
Applicant information pack

Head of Mathematics-Senior Leader

Required September 2023

Salary – Leadership 11-15

Permanent/ Full Time

Hermitage Academy is a part of the North East Learning Trust and are seeking to appoint a Head of Mathematics to join our dedicated team from September 2023 or earlier, if possible

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

This is an exciting post that will offer you the chance to work at a senior level and with a wide range of people within different teams. We need a colleague who is creative, able to plan and implement effective strategies so that our students excel in their learning. You will play a significant role in raising standards.

We are committed to providing the very best environment for professional growth, believing that this is key to fostering an innovative, progressive and most importantly, a kind and compassionate school. Each member of the of the senior leadership team plays a part towards moving our vision forwards – ensuring that every child experiences excellence every day.

Hermitage Academy is a mixed 11-16 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

The successful candidate will:

- relevant training and experience of successful teaching and learning, and the ability to deliver outstanding teaching experiences.
- the drive needed to lead a strong teaching team and deliver an excellent mathematical education to all of our students.
- a proven record of leading mathematics teams and achieving strong outcomes.
- high expectations and standards in achievement and behaviour.
- a firm belief and strong commitment to children accessing an inclusive education.
- a clear understanding of how children are motivated and learn effectively.
- a creative approach to encourage children to take ownership of their own learning.
- energy, commitment, enthusiasm and initiative – passion and drive.
- the ability to work collaboratively and flexibly as part of a highly skilled senior team and within the mathematics department in the school and across the trust.
- a real desire to work at senior leadership level and contribute to the wider development of the school.

Deadline:

Closing date is 27th January 2023 at 12.00pm
Interviews taking place week commencing 30th January 2023.

How to apply:

Application packs can be downloaded from our website. You are very welcome to visit our school and this can be arranged by contacting Samantha Lish via email below or phone call on 0191 388 7161

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish, Support Services Manager, Hermitage Academy, Waldrige Lane, Chester le Street, Co. Durham, DH2 3AD. Please do not submit a CV unless it is to complement your application form.

Job description

Post title: Senior Leader – Head of Mathematics
Responsible to: Executive Headteacher / Head of School
Responsible for: Leading the Mathematics Department and taking a full role within the Senior Leadership Team
Salary Band: Leadership Scale

Job Purpose:

To lead the Mathematics Department in the pursuit of excellence.

To work within the Senior Leadership Team in the development of the Academy (exact specification to be determined depending on the experience / interests of the candidate).

You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

You will be required to teach Mathematics to students across the age and ability range.

You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

Duties and Responsibilities:

Operational/Strategic Planning

- To report regularly to the Executive Headteacher / Head of School on the progress of individual students.
- To participate in staff meetings, as required.
- To work with other leaders of mathematics across the Trust.
- To manage the strategic direction of the department and day to day operations.
- To plan, prepare, evaluate and modify personal teaching methods and materials, in accordance with department and school policies.
- To control and manage the classroom effectively.
- To plan to meet the varied and special educational needs of students.
- To set homework in accordance with the school and department policy.
- To contribute to the appearance and ethos of the Trust through the maintenance of a pleasant learning environment within the classroom and departmental areas
- To actively celebrate and manage the achievement and behaviour of students using school systems to praise and reward.
- To participate in general supervisory duties in accordance with published duty rotas.
- To participate in required meetings with colleagues and parents/carers.
- To liaise with colleagues in other departments, as appropriate.

Enhancing own knowledge, skills and understanding

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students.

- To keep up to date with developments and initiatives in the subject area.

Professional development and raising awareness

- To lead the Mathematics Department.
- To work with relevant staff to identify and address the needs of students.
- To plan differentiated material to support all students throughout each Key Stage.
- To participate proactively in professional development opportunities and initiatives.

Curriculum and Extra-curricular Provision

- To contribute in developing/reviewing/revising schemes of work so that resources are of a high-quality, engaging and challenging.
- To contribute to the creation, planning and organisation of extra-curricular activities to promote the subject and enhance students' learning.

Sharing Information

- To ensure the efficient exchange of information regarding students both within the school and with other institutions/external agencies, as and when necessary.

Support and Monitoring

- To mark and record students' work in line with departmental and school policies.
- To assess in line with departmental and school policies the ability of individual students; transfer that assessment to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' progress evenings.
- To prepare and conduct assessments of students' learning as and when required and submit data regarding students' progress into the school management information system.
- To liaise with others involved in supporting students' learning.
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals.
- To support students' social and emotional needs.
- To foster good relationships and liaison with parents/carers.

Management of Information

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.

Communication

- To ensure that the Executive Headteacher/Head of School are continuously kept up to date on developments in mathematics.
- To ensure effective communication/consultation as appropriate with the parents/carers of students.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good Honours Degree (2.1 or above) in mathematics or a subject with a high proportion of mathematical content. • Qualified Teacher Status. • Evidence of leading a mathematics department. • Evidence of recent professional development/training in the teaching of mathematics. 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Experience of working with students within a learning environment (individuals/groups). • Recent experience of teaching mathematics at KS3/KS4/KS5 in accordance with the National Curriculum and A-Level specification requirements. • A proven track record of success in teaching mathematics at KS4 and KS5. • Recent experience of leadership of mathematics within a secondary setting. • Experience of working with pupils with Special Educational Needs and/or Disabilities. 	<ul style="list-style-type: none"> • Experience of working at a senior leadership level. • Experience of teaching Further mathematics at KS5. • Experience of transition from KS2/3 with a working knowledge of the KS2 mathematics curriculum. • Experience in supporting and mentoring ECTs.
Aptitude and skills	<ul style="list-style-type: none"> • Ability to lead the department across the whole age range. • Ability to work flexibly as part of a team both in mathematics and as a senior leader. • Ability to maintain a good learning environment. • Excellent interpersonal and communication skills. • Excellent organisational, planning and prioritising skills. • Willingness to take responsibility. • Ability to use own initiative. • Resilient, mature approach. • An appreciation of the value of learning. • A desire to encourage all young people to succeed. • Ability to initiate activities to enhance provision within the subject area. • 	<ul style="list-style-type: none"> • Knowledge of the remit of a senior leadership team in a secondary school. • Knowledge of applications for UCAS and supporting students in preparation for university interviews in mathematics, including Oxbridge candidates

Personal qualities	<ul style="list-style-type: none"> • Enthusiasm • Sensitivity to students' needs /self-esteem • Willingness to further develop professional skills • Meaningful contribution to extra-curricular activity • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player 	<ul style="list-style-type: none"> • Experience of working with young people aged between 11-18
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References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.