



THE GRANGE
ACADEMY
LIBERTAS PER CULTUM

Head of Maths Recruitment Pack



Knowledge, Aspiration, Respect

The Grange Academy | London Road | Bushey WD23 3AA

General switchboard: +44 (2)089 509502 | thegrange.futureacademies.org



Welcome to The Grange Academy, and Future Academies

Dear Applicant,

Thank you for your interest in the position of Head of Maths for The Grange Academy.

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire. Situated within parkland, and close to excellent transport links, The Grange admits students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and we welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Head of Maths to join the department.

The Grange Academy is a proud member of Future Academies: A multi-academy trust, founded to improve the life chances and raise the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - **Knowledge, Aspiration, and Respect** - and our motto, **libertas per cultum** ('freedom through education').

Future Academies currently comprises of ten schools across London and Hertfordshire. Further information is available on the Trust website [Future Academies - Academies](https://www.futureacademies.org).

If you would like to discuss the role at The Grange Academy in more detail, please do not hesitate to contact Donika Kastrati-Sinani, HR Administrator via email:

d.kastrati-sinani@thegrange.futureacademies.org

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Yours faithfully



Danny Bryant
Principal
The Grange Academy



JOB DESCRIPTION

JOB TITLE:	Head of Maths
RESPONSIBLE TO:	SLT
START DATE:	September 2024
HOURS:	Full-Time
SALARY:	MPS/UPS £31,350-£47,839 TLR1b £11,367

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: The Grange Academy, London Road, Bushey, WD23 3AA.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- Two week October half term
- Fitness suite available to staff

PROBATION PERIOD: The post holder will be required to complete a 4 month probation period.

THE ROLE

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

The Head of Department will provide leadership for the relevant Academy department, developing the quality of teaching and ensuring high quality learning takes place and that outstanding attainment and progress is secured at all key stages.

In developing the Curriculum provision, the Head of Department will work closely with the Curriculum Centre and Trust subject leads, aligning their work with the Future Curriculum Design principles and Eight Habits. In KS3, there is a Trust requirement to use centrally produced Curriculum Centre resources.

The Head of department will also be responsible for creating a happy, dynamic, innovative culture in the department and ensuring all staff are performing to an outstanding standard and are happy and motivated in doing so.

KEY RESPONSIBILITIES

ACHIEVEMENT AND STANDARDS

- To set high expectations and stretching targets for your areas of responsibility which contribute significantly to Academy targets.
- To ensure a consistent and continuous focus on student achievement using data to track and monitor the progress in every student's learning.
- To evaluate student progress across the specified aspects of the department through the use of appropriate assessments and records and regular analysis of the data.
- To ensure that teachers within the learning area set, track, evaluate and report on individual student progress towards their targets.
- To use national, local and Academy data effectively to analyse and evaluate student progress; planning and implementing effective interventions to support students within your subject area
- To ensure that teachers within the department monitor students' work giving formative, next step feedback and targets for improvement in line with the Academy Assessment policy.
- To ensure that appropriate procedures are in place mark and within your department for the moderation teacher assessments to ensure reliability.
- To recognise and reward students who are making good progress, and identify underachievement putting in place appropriate support to address the areas of weakness.

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QUALITY OF PROVISION

- To raise the quality of teaching and learning so that lessons are good or better and there is no inadequate teaching within the department.
- To regularly observe and develop colleagues and act as a beacon of best pedagogical practice.
- To monitor the quality of teaching and students' learning through the analysis of performance data, observation of teaching, work scrutiny, student interviews in collaboration with the senior leadership team.
- To construct, revise and develop schemes of work within your subject area with accompanying learning materials ensuring that they meet statutory and legal requirements and provide a range of teaching and learning methods that personalise the learning experience for students giving the equality of opportunity to make progress.
- To ensure you are up to date with national and international curriculum developments.
- To prepare students for end of Key Stage examinations and assessments.
- To contribute to the development of teaching and learning by supporting training programmes, coaching and mentoring of teachers.
- To develop and maintain Academy policies and practices which promote high achievement and inclusion through effective teaching and learning across the Academy.
- To seek opportunities to collaborate with other Academies, innovative and high achieving schools
- To implement strategies that ensure high standards of behaviour.
- To promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- To have a teaching commitment in line with other Heads of Department within the Academy.

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LEADERSHIP AND MANAGEMENT

- To have strategic oversight for the improvement and development of your subject area.
- To play a key role in creating an environment within the Academy where students and staff develop and maintain positive attitudes towards each other, the environment and community.
- To develop and review the Department Improvement Plan, Self-Evaluation and the related documentation.
- To line manage designated teaching and support staff working collaboratively to raise student achievement and attainment across the Academy and provide effective support, guidance, challenge and information for all staff within your department.
- To take an active role within the Academy's Performance Management policy in addition to promoting and providing induction and Continuous Professional Development opportunities to ensure the professional effectiveness of teaching and support staff colleagues.
- To maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities.
- To lead within your department, the implementation of the personalised learning agenda, raising achievement and improving the quality of teaching, learning and support within the subject area.

OTHER

- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy.
- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on CPD.
- To observe and promote Equalities across the Trust.
- To be responsive to school/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solution.
- To carry out any other duties appropriate to the post as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Knowledge, Application, Responsibility



PERSON SPECIFICATION

	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
QUALIFICATIONS	Qualified to Degree Level in relevant subject	E
	Commitment to further professional training	E
KNOWLEDGE,	Successful KS3 and KS4 teaching experience in relevant subject, and ability to teach full range of students	E
	Evidence of teaching good and outstanding lessons over time	E
	Evidence of significantly improving teaching and learning and examination results at Key Stage 3, and 4, or 4 and 5	E
	Evidence of managing challenging behaviour successfully and implementing strategies to ensure a consistent approach to behaviour management is taken throughout a department	E
	Ability to plan and resource effective interventions to meet curricular objectives	E
SKILLS AND EXPERIENCE	A clear vision for Learning and Teaching in line with the organisations values	E
	An experienced and effective leader and manager	E
	Excellent communication and presentation skills	E
	Competent user of ICT to enhance learning	E
	Evidence of successfully leading and sustaining whole school initiatives	
	Use of assessment and attainment information to improve practice, raise standards and engage students as partners in their learning	E
	Developing high quality learning strategies and monitoring student progress to raise achievement and attainment	E
	Ability to reflect on your own and student performance in lessons and adapt practice accordingly	E
	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	E
OTHER REQUIREMENTS	The ability to remain discreet when privy to confidential information	E
	Commitment to safeguarding and promoting the welfare of children and young people	E
	Committed to the wider school life and willing to engage in a range of extra- curricular activities	E
	Willingness to undergo appropriate checks, including enhanced DBS checks	E
	Willingness to undertake further training	E
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	E
	Committed to Equality, Diversity & Inclusion,	E

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THE APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/careers-at-future-academies-london-united-kingdom-sw1v3at-schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **31st July 2024** Applications after this date will not be considered.

2. The Interview Process

The interview process will take place as soon as possible after shortlisting has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. At least one member of the interview panel is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.

3. Notification & Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email d.kastrati-sinani@thegrange.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

Please note:

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.