

# UPLANDS COMMUNITY COLLEGE

## Teacher of Mathematics Application Pack



# Letter from the Principal

Dear Candidate,

Many thanks for your interest in applying for a position at Uplands Community College.

Uplands is a friendly and welcoming school that enjoys an excellent reputation for providing a high standard of education. It is described by the surrounding community as a 'local treasure'. We provide students and colleagues with a warm and supportive learning environment. This creates an atmosphere that enables students to reach their full potential intellectually, physically, spiritually and ethically. We believe strongly in a 'growth mindset' ethos, which supports every student to achieve their goals. We work hard to challenge all students to do their very best and make the most progress possible whatever their starting point.

Uplands is an excellent place to work. We are a small rural school set in beautiful countryside. Our size means that the staff know every child and gives the school a family feel. We will be moving into our new building in 2020 and this will substantially enhance the school facilities.

The maths team work closely together to produce shared resources and share good practice. We offer maths and further maths at A Level and would welcome applications from teachers who are able to offer maths to this level.

We endeavour to work in very close partnership with parents to support their child's learning and we also work very closely with our partner primary schools to nurture a collaborative and continuous approach to learning and enjoyment. Uplands has developed contacts with recognised leaders of mathematics nationally, such as La Salle Education (EmathsUK). We are also part of a group of school, including Chailey, Heathfield and Uckfield, which work collaboratively to improve teaching by learning, as well as sharing best practice. In addition we are fortunate to be supported by Beacon, which is a local teaching school.

In terms of staff development, we have a policy of 'by the staff for the staff'. Individual teachers decide which areas they would like to work on. Appraisal observations are conducted by colleagues, to ensure the best developmental opportunities are gained in a supportive and collaborative environment. We work closely with each other and accept that we each have a responsibility to improve our own and our colleagues' practice in the school. As a member of the school, you will be part of a professional learning community, where we work collaboratively across faculties to improve our practice. We participate in local and national training programmes to ensure that staff are able to develop their skills.

Uplands has very stable staffing because we value students and its staff. We also have strong community links and provide opportunities for development beyond the classroom. Uplands is a great place to study and learn.

I look forward to reading your application.

Yours faithfully,

Mrs J. Mountford  
Principal

# Information about the mathematics faculty

The faculty consists of five enthusiastic and supportive teachers and a HLTA mathematics specialist, who enjoy collaborative working. The faculty has excellent accommodation and benefits from generous clerical and classroom support. There are six specialist classrooms, each with a Promethean Interactive Whiteboard.

The successful applicant will need to be able to demonstrate resilience, motivation, and commitment, acting as a role model for students. A genuine passion for learning and belief in every student is essential.

There is a commitment to active learning and investigative approaches to the teaching of mathematics at all levels, and colleagues are encouraged to use a variety of stimulating learning and teaching styles. There is an ever-growing bank of resources (internet-based resources, textbooks, worksheets, software) which the team collaboratively contribute towards.

## Curriculum

Students are setted from Year 7 and this setting is constantly monitored and adjusted whenever necessary.

All students in Key Stage 4 take GCSE Mathematics and a good number of our students choose to study mathematics at Key Stage 5. Able students in all year groups take part in Maths Challenge, a National challenge. We also offer Further Mathematics to our most able sixth form students as well as Further Mathematics GCSE to our top set students in Year 11.

## Accountabilities for all teachers

The teacher's task is core to the whole purpose of the college. It is to provide high quality teaching and learning for the students in his/her care, within the faculty schemes of work and the policies of the faculty and college, under the direction of the Headteacher. The teacher is expected to contribute to the development of his/her faculty and the thinking of the college as a whole. The teacher will communicate effectively with colleagues, students, parents, governors and outside agencies as appropriate. The teacher has a duty of care for the students and will work within the Health and Safety policies of the college, always being aware of Child Protection procedures and the college's Safeguarding Policy.

- Planning and delivering lessons and sequences of lessons and homeworks to meet students' individual needs, within the faculty scheme of work;
- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed;
- Providing students with the skills to learn effectively, independently and to organise and develop their learning;
- Using a range of appropriate classroom strategies, to develop student learning, provide challenge and maintain pace within the lesson;
- Maintaining good discipline in accordance with college policies and procedures ,and encouraging good practice with regard to punctuality, behaviour and standards of work;
- Using information about prior attainment to help set targets, monitor progress and give clear and constructive feedback;
- Differentiating and adapting lessons to take account of vulnerable students and those who are gifted and talented and ensuring that all students are appropriately challenged;
- Maintaining and enhancing knowledge and understanding of your subject and methods to enable students to learn effectively;
- Maintaining a good working environment and managing classes so that learning can most effectively take place, within the Health and Safety policies of the college;
- Ensuring that students progress at least satisfactorily during lessons and over time;
- Monitoring student attendance to your lessons;

- Making an active contribution to the aspirations and policies of the college and the faculty and helping to build a faculty team;
- Engaging and motivating students;
- Assessing work regularly in accordance with college policies and to keep records of student progress;
- Monitoring student's progress, setting appropriate targets and encouraging individual learning;
- Making good use of other staff such as teaching assistants, technicians and administrative support in securing the best learning situation for students;
- Using PPA time effectively for planning, preparation and assessment;
- Actively participating in the Performance Management process to achieve personal professional development and support the priorities of the college;
- Having a working understanding of teachers' professional duties and legal liabilities;
- Having a good knowledge of the Uplands' Safeguarding Policy and Child Protection procedures;
- Participating in the college's marketing and liaising activities such as Open Evenings and Parents' Evenings and events with partner schools;
- Contributing to the corporate life of the college and supporting planning through faculty meetings, staff meetings and other groups;
- Communicating effectively with students, colleagues, parents, governors, and outside agencies when necessary and as scheduled by college policies;
- Complying with any reasonable requests from the Principal or manager not specified on the job description.

#### **Additional accountabilities for post-threshold teachers**

- Engaging and motivating students of all abilities so that consistent progress takes place for the majority of students, across all teaching areas, across all spectrums of background, ability, and behaviour and that compares favourably with students in similar settings in other schools;
- Demonstrating analytical thinking to improve the quality of students' learning;
- Using the Performance Management process to advance student learning and enhance professional practice in line with the college's aspirations and priorities;
- Having a responsibility for an aspect of the college's work and developing plans which identify clear targets and success criteria for its development and/or maintenance;
- Reporting on progress in teaching and learning to stakeholders as appropriate;
- Promoting the wider aspirations and values of the college.

# Vacancy Advert

**Job title:** Teacher of Mathematics

**Salary:** £23,720 - £39,406 and subject to any national pay review

**Contract:** Permanent

**Hours:** Full time

**Deadline for applications:** midday on Thursday 18<sup>th</sup> April 2019

**Start date:** 1<sup>st</sup> September 2019

Are you looking to advance your career in a welcoming and vibrant rural school? We are seeking to recruit an exceptional and enthusiastic Teacher of Mathematics who has the necessary skills and attributes to become an integral part of our excellent mathematics faculty. If you are interested in working with bright, talented students, you could join a friendly staff committed to providing an outstanding educational experience.

Uplands is a college that is committed to staff development, where individual needs are supported through a variety of development opportunities. Uplands has developed contacts with recognised leaders of Mathematics nationally, such as La Salle Education (Complete Maths). As members of the Teacher Development Trust, Uplands is a college that is committed to staff development, where individual needs are supported through a variety of development opportunities including formal and informal workshops, and coaching sessions.

Uplands Community College is a few miles outside Tunbridge Wells and on the main line from London by rail. It is within 17 miles of the Sussex coast and Maidstone and a 50-minute commute from South London by car.

We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment, in line with our policies and procedures. Appointment will be subject to an enhanced DBS clearance and references, which we will request before interview. We are committed to equal opportunities in employment and welcome applications from all sections of the community. The successful candidate will be required to confirm their higher education qualifications and complete a questionnaire regarding his or her health record.

Applicants should expect to be a Form Tutor, and be aware that at Uplands, appointments are made of teachers committed to the personal development of students, rather than simply demonstrating a specialist expertise. General job descriptions for Teacher of Mathematics and Form Tutor are included in this pack.

**Please note** that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position. Applications received after the deadline will not be considered.

# Good reasons to work at Uplands Community College

- We are a small school whose Head of Year system ensures every child is known. A Head of Year leads each year group, with overall responsibility for the academic and personal welfare of the students in that year. The Head of Year system encourages continuity of contact for parents and students, and develops a sense of identity for the student;
- As a community college, we have a central role to play in our local area, from forging excellent working relationships with our closest primary schools to supporting local charities and organisations and thereby instilling in young people an understanding of their role and responsibilities in a wider community;
- We have a focus on personalised CPD - staff drive their own development with colleagues. We offer a personalised programme for each member of staff where their objectives and learning goals are clearly defined. We run twilight sessions as well as Teachmeets, which are designed to deliver a diverse and interesting range of topics. We regularly have PGCE students joining our faculties in order to gain experience and learn from the expertise of our teaching staff;
- We have close links with Hailsham, Uckfield, Chailey, Heathfield, and Beacon schools in order to share ideas. We have a joint INSET day each year to allow staff to take part in collaborative learning and sharing best practice. Staff are encouraged to build relationships with their counterparts to allow for ongoing co-operation and support;
- We offer a diverse range of extra-curricular activities including trips, clubs, fixtures, our annual school production and the International Day of Languages amongst others;
- We are able to offer additional responsibilities to colleagues, some with incentive allowances, and some with time. As a result, many have been internally promoted, including onto our Senior Leadership Team;
- Our Senior Leadership Team believes in the importance of supporting Teaching and Learning in a practical way, from offering support in lessons to operating an open door policy, so they are accessible to all staff and students;
- The employment of cover supervisors and dedicated administrative staff ensure that teachers here at Uplands are able to use their non-contact time for planning, marking, and feedback;
- Staff have free use of the fitness suite situated in the well-equipped Sports Centre we have on site. The Sports Centre has a gym, studio, and two sports halls offering, among other things, Zumba, Spinning, Power Boxing, and weights.

# Job Description – Teacher of Mathematics

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| <b>Responsible to</b>                         | Head of Mathematics  |
| <b>Key Responsibilities</b>                   | <ul style="list-style-type: none"> <li>• To carry out responsibilities of a subject teacher in accordance with National and LA Standards for Qualified Teachers;</li> <li>• To participate in and contribute fully to the mathematics faculty;</li> <li>• To ensure Uplands Community College's Safeguarding Policy is upheld;</li> <li>• To be a consistently 'good' or 'outstanding' teacher who meets the relevant set of professional standards for the specific pay point and participates fully in the appraisal process;</li> <li>• To have clear knowledge of the current mathematics curriculum;</li> <li>• Attend all mathematics faculty meetings;</li> <li>• To ensure that all electronic class registers are taken promptly and accurately as required by law and effective safeguarding procedures. Monitor attendance and punctuality of students and take appropriate action to address any issues;</li> <li>• To contribute to the mathematics faculty resource bank of materials;</li> <li>• To plan and deliver lessons for each class;</li> <li>• Establish constructive working relationships with other members of staff;</li> <li>• To contribute to curriculum development within the faculty;</li> <li>• To communicate with parents and other stakeholders as appropriate;</li> <li>• Ensure appropriate work has been set and resources are available in the case of any absence.</li> </ul> |
| <b>Teaching and managing student learning</b> | <ul style="list-style-type: none"> <li>• To be able to teach mathematics at key stages, from 3 ideally to 5;</li> <li>• Set clear targets for student learning, building on prior attainment and considering each student as an individual;</li> <li>• Use appropriate behaviour management strategies and adhere to the Uplands Community College Behaviour Policy;</li> <li>• Highlight positive performance and behaviour and reward it appropriately;</li> <li>• Use teaching methods which engage students and ensure lessons have pace and variety;</li> <li>• Ensure the progress of every student within each lesson;</li> <li>• Mark and monitor student's class and homework and provide appropriate feedback;</li> <li>• Ensure that assessment and attainment data informs teaching and that students understand how to improve and make progress</li> <li>• Contribute to the college's aims, policies and practices including those in relation to safeguarding, behaviour and bullying.</li> </ul>  |
| <b>Safeguarding</b>                           | <ul style="list-style-type: none"> <li>• An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.</li> </ul>  |

## Person Specification – Teacher of Mathematics

|  | <b>Essential</b>   | <b>Desirable</b>  |
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| <b>Qualifications</b>                    | <ul style="list-style-type: none"> <li>• Honours degree or equivalent in mathematics or a related subject;</li> <li>• Qualified Teacher Status.</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of further professional development/ study.</li> </ul>  |
| <b>Experience</b>                        | <ul style="list-style-type: none"> <li>• Successful mathematics teaching experience throughout the secondary age range.</li> </ul>   | <ul style="list-style-type: none"> <li>• A proven record of outstanding classroom practice;</li> <li>• Contribution to extra-curricular activities; ability to teach to Key Stage 5.</li> </ul> |
| <b>Professional knowledge and skills</b> | <ul style="list-style-type: none"> <li>• A thorough knowledge of the current and National Curriculum in mathematics;</li> <li>• A balanced programme of relevant INSET in the last three years;</li> <li>• An understanding of the needs of students across the ability range;</li> <li>• The ability to inspire and enthuse students using a range of teaching and learning strategies for effective delivery;</li> <li>• An understanding of the criteria employed in determining student progress in the subject;</li> <li>• The ability to use ICT to enhance learning and aid teaching;</li> <li>• Excellent communication skills, written and oral;</li> <li>• Proven organisational abilities.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to teach a second subject.</li> </ul>  |
| <b>Personal qualities</b>                | <ul style="list-style-type: none"> <li>• A passion for mathematics and the ability to inspire others to share it;</li> <li>• A genuine desire to provide the best education for students;</li> <li>• Enthusiastic, perceptive and fair;</li> <li>• A commitment to the ethos and values of Uplands Community College;</li> <li>• Good organisational skills;</li> <li>• Ability to both support and challenge students.</li> </ul>   |   |
| <b>Communication skills</b>              | <ul style="list-style-type: none"> <li>• Ability to foster and maintain good working relationships with staff and students;</li> <li>• A commitment to your own professional development;</li> <li>• Ability to work collaboratively as well as independently;</li> <li>• Respect for the professional expertise of others;</li> <li>• The ability to prioritise, plan and react.</li> </ul>   |   |



## Job Description – Form Tutor

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| <b>Accountabilities</b> | <ul style="list-style-type: none"><li>• To monitor progress and set targets for academic progress and behaviour so that under-performing students are identified and action is initiated;</li><li>• To guide and mentor students identified in conjunction with the Head of Year so that targeted, measurable and significant improvement is secured;</li><li>• To ensure regular high quality and frequent communication between the school and home so that parents are involved and students' attitude to learning is maximised;</li><li>• To organise a daily tutorial session so that students feel secure and confident to face their learning experiences.</li></ul>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"><li>• The Form Tutor will act as the first interface between school, home and the student and such other agencies as may be required, helping and advising as appropriate;</li><li>• Monitoring the academic progress of all students in your Tutor group, acting as their mentor and supporting them in the setting of targets;</li><li>• Supporting the students in your Tutor group in the growth of their social, behavioural and personal development through the delivery of the tutorial programme;</li><li>• Responding to students' merits, causes for concern and other relevant information;</li><li>• Checking and signing planners or diaries and following through any issues as appropriate;</li><li>• Registering students and accompanying them to assembly;</li><li>• Alerting appropriate staff to problems experienced by individual students and making recommendations as to how these may be resolved;</li><li>• Attending Tutor meetings and contributing to the development of your pastoral team;</li><li>• Maintaining the form base in good order;</li><li>• Advising Learning Support of any students who might require more focused attention;</li><li>• Assisting with the preparation of profiles, references and UCAS forms as required;</li><li>• Complying with any reasonable requests from the Principal or manager not specified in this job description.</li></ul> |