



## SUBJECT INFORMATION PACK

**Second in Maths  
(known as Assistant  
Progress Leader)**

**Recruitment and  
Retention allowance  
may be offered for an  
outstanding candidate**

### **Join an Inspirational Team!**

#### **Our Team**

The successful applicant will be joining a department which has a reputation in the College for being committed to teaching and learning and prioritising the requirements of the students. We are a genuinely supportive and friendly team who work collaboratively to plan engaging and challenging activities.

The current Progress Leader (Head of Department) is driving the department forward in innovative ways and student outcomes are strong at all levels. Our students are thriving; uptake at post-16 is the highest in the College; and it is true to say that our students enjoy and engage with their Maths experience. This is genuinely an exciting time to join this team and be part of shaping the future!

#### **This Role**

We are looking for an outstanding classroom practitioner who is passionate about the subject, hardworking and willing to work collaboratively. The successful candidate will be an ambitious leader who will want to work tirelessly to drive up standards further. A knowledge of a mastery approach and curriculum would be of interest to us. We can also offer the opportunity to teach Further Maths at both GCSE and 'A' level and Maths A Level.

#### **Our Curriculum**

Students follow a two year KS3 course based on the White Rose Maths curriculum with a view to broadening their understanding of key mathematical concepts. Within the department we have maths mastery specialist teachers who have helped in the development of resources and manipulatives to encourage fluency and problem solving skills. Our three year GCSE course is underpinned by termly pre and post testing to ensure all students remain on track to be successful. We celebrate student progress each term across all ability groups with an aim of boosting motivation and enjoyment of the subject.

We currently follow the AQA specification at both GCSE and 'A' level and are fortunate to have a team of experienced teachers who can extend students' learning across all key stages. We have added Further Maths to the curriculum at GCSE and 'A' level.

#### **Our Facilities**

We are well-resourced, all rooms have digital projectors and whiteboards and staff are provided with laptops. During the summer of 2022, our Learning Centre will be refurbished and transformed—and we are very excited about this!

We are proud of the work we do at Latimer and we genuinely look forward to meeting someone likeminded. If you share our passion and enthusiasm, we would love you to apply for this post!

## Job Description—Second in Maths

Role: Second in Maths  
(known as Assistant Progress Leader )

Line Manager: Progress Leader: Maths

Direct Reports: None

Scale: TMS Plus TLR2b

### General Responsibilities

- To be Assistant Progress Leader of the Maths Team;
- To teach Maths and carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document.
- To be a form tutor and to carry out the specific responsibilities of the role.

### Specific Responsibilities

#### **Leadership**

- To show understanding of and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To model high standards of professional conduct.

To undertake a range of departmental leadership responsibilities, to be shared and agreed with other leaders in the department, allocated from:

- To lead on delivering outstanding student outcomes by:
  - Ensuring that schemes of work for Maths are relevant and well-sequenced;
  - Implementing systems to share the latest subject developments for Maths across the team;
  - Ensuring that all assessments, moderation and administration of examinations for Maths are completed accurately and on time;
- Leading on co-ordinating the sharing of best practice in Quality First Teaching across the Maths department;
- Monitoring and tracking student performance and implementing necessary intervention strategies to ensure students make outstanding progress, including those students who are able, disadvantaged or have special educational needs or disabilities;
- Supporting the Progress Leader with department self-evaluation and implementing subsequent improvements arising from the College's Standards Process and the College Improvement Plan;
- Leading relevant sections of Department Improvement Meetings;
- Contributing to the appraisal process for the department and supporting relevant staff with their professional development;
- Deputising for the Progress Leader in their absence.

## Job Description continued

### Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Understanding and being fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- Demonstrating consistently high standards of personal and professional conduct, promoting the College's values;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole college improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the College's meeting cycle.

### Form Tutor

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the House Leader;
- To encourage tutees to comply with the College's values
- To encourage the student voice and develop a form and House ethos that is in harmony with College values;
- To monitor student progress, following the College's tracking processes, mentoring tutees and intervening when progress is not as expected;
- To encourage high levels of attendance;
- To provide relevant information, advice and guidance to tutees.

### Other

- To undertake any other reasonable duties as directed by the Principal.

## Person Specification—Second in Maths

<b>SELECTION CRITERIA (no priority order)</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Qualified Teacher Status / Degree relevant to the subject	X		Application form/Verified at interview
Evidence of further study in preparation for leadership		X	Application form
High standard of literacy	X		Application form/Interview
<b>Commitment to Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Motivation to work with children and young people	X		Application form/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Interview/Reference
Ability to raise the self-esteem and expectations of children and young people	X		Application form/Interview
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Application form/Interview
<b>Teaching and Learning Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Proven track record of outstanding outcomes	X		Application form/Interview
Proven track record of strong and effective behaviour management strategies	X		Application form/Interview
Experience of teaching Maths at KS3 and KS4	X		Application form/Interview
Experience of mastery teaching		X	Application form/Interview
Excellent ability to use ICT in varied and innovative ways	X		Interview
<b>Leadership and Interpersonal Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Excellent ability to analyse and interpret data and use it to secure high student outcomes	X		Interview
Prior experience of leadership within Maths		X	Application form/Interview
Proven experience of leading a successful improvement project with measurable impact	X		Application form/Interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Interview
Ability to motivate and inspire others to work collaboratively as part of a team	X		Application form/Interview
Creativity, energy and enthusiasm, with an added good sense of humour!	X		Application form/Interview
Evidence of resilience and working effectively under pressure	X		Application form/Interview
Effective time management and organisational skills	X		Application form/Interview
<b>Additional Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Aspirations of future leadership of a department / team	X		Application form/Interview
Willingness to contribute to extra-curricular activities	X		Application form/Interview