



Ashlawn School  
Head of Faculty: Mathematics



ASHLAWN  
SCHOOL

Job Description and Person Specification

# Welcome from the Principal

**As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Principal**

# About the Role

Thank you for your interest in the position of Head of Faculty: Mathematics at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Ashlawn School is recruiting a Head of Faculty: Maths. The successful candidate will lead a passionate team of teachers who are committed to delivering Maths in engaging and innovative ways. You will be a leader who has the ability to inspire, motivate, challenge and support the team to ensure that every student makes progress within the subject area. You will have a clear vision for the success of the team and will guide them to continue to develop provision that impact positively on every student in the school. It is very important to us at Ashlawn School that all our teachers feel valued, listened to and mentored well so that they have opportunities to develop. As a Teaching School, we offer exceptional teacher training and high-quality professional development opportunities catered to individual needs. As a result of this, we have many success stories of teachers that have joined us and been quickly promoted to positions of leadership at all levels.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Head of Faculty: Maths
<b>Salary:</b>	Leadership 7-11 (depending on experience)
<b>Contract:</b>	FT Permanent
<b>Responsible to:</b>	SLT
<b>Key relationships/Liaison with:</b>	SLT Students Parents
<b>Job purpose:</b>	<p>To play an active role in the development of the emerging competency-based curriculum providing specific curriculum expertise and guidance and leading on delivery of key aspects as they relate to the subject area.</p> <p>Be accountable for the learning and achievement of all students following programmes within the Subject, whether these are within the context of the competency-based curriculum or within the more general curriculum framework</p> <p>To liaise with Curriculum and Senior Leader colleagues at Ashlawn School to support strategic development, share good practice and plan collaborative activities.</p>
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<p><b>Leadership and Management</b> To offer a vision for the long term aims of the Curriculum Team in keeping with the school Aims, Goals, Targets and Strategies.</p>	

To be responsible for the Annual Curriculum Team Evaluation and Improvement Plan.

To ensure the effective day-to-day running of the Curriculum Team, taking management responsibility for all staff, and the team timetable.

To work closely with the Senior Leadership Team link to monitor, evaluate and develop the work of the Team.

To work as a member of the school's Extended Leadership Team to develop practice that promotes excellent student progress and outcomes in all areas.

### **Teaching and Learning**

To monitor, evaluate and develop the curriculum to meet statutory requirements and the needs of all students including those who are high ability, and those who need additional support.

To keep schemes of work under review and ensure that they contribute to the effectiveness of lesson planning, and specifically that they reflect the cultural diversity of British society.

To monitor the quality of feedback in order to support student progress.

To encourage the exchange of good classroom practice.

To work with the Learning Development Department and the SENCO to maximise achievement for students with special needs in keeping with the SEN Code of Practice, and to implement school strategies for Numeracy, Literacy and vocabulary.

To promote safeguarding, Fundamental British Values and new technologies in the subject area and to ensure that the statutory requirements are met.

To implement the school Homework policy and monitor its effectiveness within the team.

To take responsibility for the day-to-day teaching of the subjects within the team, to monitor the quality of teaching, to seek to improve the quality of teaching and to seek advice and take action where standards of teaching are unsatisfactory.

### **Curriculum**

1. To be responsible for curriculum content within the Maths team.

To be responsible for the co-ordination and oversight of the following, with the maths TLR holders:

- planning and preparation of syllabuses, National Curriculum programmes of study, styles of teaching, learning and assessment
- the preparation, provision, maintenance and storage of resources
- expenditure of team capitation allocation - including book purchase and reprographics

- development and management of GCSE and A Level courses - including entries and administration, attendance at appropriate panel meetings and keeping abreast of national and local developments
  - the provision of cover work for absent colleagues
  - the upkeep of a departmental handbook and the appropriate sections of the team Handbook containing details of syllabuses, assessments, GCSE and A Level examination information, policies, procedures, expenditure and INSET provision
  - organisation and supervision of ITT Student Teaching Practice (in negotiation with Professional Tutor)
  - encouragement and support of subject staff, including non-specialist staff, both informally and through CPD provision.
2. To monitor the quality of teaching and learning of the subject across the school.
  3. To monitor the quality of feedback of the subject across the school
  4. To be responsible for the review, development, preparation and provision of resources the subject.
  5. To work with Teachers and Support staff to develop resources and strategies to maximise learning and achievement for students within the subject including the development of differentiated resources.
  6. To monitor the progress of students within the subject, within the Ashlawn School target setting process.
  7. To plan, present and record relevant departmental CPD and support for non-specialists through regular Team meetings.
  8. To have specific regard for the cross-curricular dimension of equal opportunities and multi-cultural education in the Mathematics Team.
  9. To be responsible for the development and oversight of contact with external agencies, including visits, in Years 7 - 13 within the subject

### **Student Achievement**

To make use of assessment data at team level to set appropriate subject targets and to track and monitor the progress of students within the Maths team.

To implement the School Awards, Feedback and Reporting and homework policies, to monitor their implementation and to give feedback to students.

To take responsibility for the behaviour of students within the team and to deal with any problems in keeping with the School Positive Behaviour for Learning policy.

To meet statutory requirements for assessment.

To prepare students for national assessment at the end of Key Stage 4 and 5.

To promote activities beyond the taught day which give students the opportunity to take responsibility and to extend their learning.

### **Staff, Performance Management and Professional Development**

To encourage and promote the interests of the Maths staff, including giving professional help, advice and support to colleagues and negotiated delegation of responsibilities.

To lead team training and development activities and contribute to whole school initiatives.

To take responsibility for induction of staff including NQT staff in keeping with school policies and statutory requirements.

To be responsible for an annual appraisal review of teaching and support staff in relation to the Maths Team Improvement Plan, an update of their current job description, and a discussion of their training and development needs, in keeping with the school Staff Development policy.

### **Premises and Administration**

To ensure that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Manager.

To be accountable for, allocate and control the finances of the Team in accordance with school policies.

To liaise with the administration support regarding the maintenance of the team's inventory.

To review the Team Handbook on an annual basis.

To co-ordinate the effective provision and deployment of all teaching resources and equipment.

### **Safeguarding**

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



# Person Specification

**Job Title:** Head of Faculty: Maths  
**Responsible to:** SLT

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of ongoing CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Training in personnel issues and procedures, and in the accredited safer recruitment modules.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable impact on school improvement.</li> <li>• Demonstrable experience of using performance management and performance data to inform target setting, planning and policy.</li> <li>• Experience of managing the work of others</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children with English as an Additional Language and SEND.</li> <li>• The recruitment of staff</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>• Able to communicate with a variety of stakeholders (e.g. governors, colleagues, parents, the community, external agencies).</li> <li>• Able to lead, coach and mentor others, persuading and influencing those resistant to the management of change.</li> <li>• Able to use IT to support both the curriculum and work organisation.</li> <li>• Able to work as part of, and contribute to, a whole school, multi-disciplinary team.</li> <li>• Able to monitor and evaluate teaching, learning and school policy.</li> <li>• Able to identify the necessary resources which ensure high quality teaching and learning.</li> <li>• Able to assess the needs of individuals to inform the targeting of individual needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Whole school self-evaluation.</li> <li>• Ability to lead on a whole school project or initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to deliver consistently high-quality lessons, evaluate the impact of these and develop future planning accordingly.</li> <li>• Able to demonstrate the appropriate motivation to work with young people.</li> <li>• Able to form appropriate relationships with young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Appropriate attitudes to the use of authority and maintaining discipline</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Calm</li> <li>• Confident</li> <li>• Flexible</li> <li>• Reliable</li> <li>• Professional and confident</li> </ul>	

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)).

Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised: 08 October 2024**
- **Closing date: 14 October 2024**
- **Final shortlisting: TBC**
- **Final panel process: 18 October 2024**