



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Head of Maths

Coal Clough Academy



A message from the Headteacher

“Pupils told inspectors that they liked coming to school. Pupils say that they feel safe and well looked after. The curriculum is carefully designed. Safeguarding is given the highest priority in the school.”
Ofsted - 2018

Thank you for expressing an interest in the position of Head of Maths Coal Clough Academy.

This is a new position due to the growth in popularity of Maths at Key Stage 3 and 4. This is a special opportunity for an outstanding, ambitious and dynamic teacher to join a Good school at an exciting stage of its journey.

We are a successful Pupil Referral Unit for 11-16 year olds situated in the heart of Burnley, with places for up to 140 Key stage 3 and 4 pupils, and part of the Education Partnership Trust (EPT).

Coal Clough Academy is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

Within our setting, ‘pupils re-engage with learning and make good progress in developing skills, knowledge and understanding across a range of subjects.’ We pride ourselves on supporting and reviewing all pupils on an individual basis, this is supported by our academic and non academic curriculum.

In June 2018 , the school was judged as ‘Good’ in all areas by Ofsted. This result epitomised the hard work and school improvements made since joining the Education Partnership Trust. Inspectors found our school to allow ‘Pupils’ positive attitudes to learning be effectively developed and barriers to good teaching are removed,’ ‘Teachers and other adults develop strong, trusting relationships with pupils so that they can become more confident learners,’ and that our ‘Pupils told inspectors that they liked coming to school.’ A copy of the report can be downloaded from the school’s website.

At Coal Clough Academy our vision and values are supported by us working hard to achieve happy and healthy pupils who can achieve well based on their individual performance. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school’s work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

We aim high at Coal Clough Academy and expect high standards of behaviour and academic effort. Every student at Coal Clough Academy is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Coal Clough Academy, our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Over the past five years, Coal Clough Academy has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes for the school include success in GCSE English, Maths and Science for all pupils.
- Established as the 'school of choice' for alternative provision in the local area.
- The school have successfully achieved the SENDIA Award for additional support and guidance we provide our pupils with to reach their full potential.
- Parental support is welcomed by the school and we have been recognised for transforming lives of pupils who once disengaged with education.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact scarter@coalclough.org



H. Clarke, Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

Of ourselves, our pupils and our school community

Commitment

We are dedicated to raising standards and improving opportunities

Ambition

We constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Head of Maths

Hours:	Full Time
Weeks Worked:	Full Year (39 weeks)
Start Date:	September 2024
Salary:	MPS/UPS + TLR (£3,214 per annum)

Coal Clough Academy wishes to appoint a hardworking, enthusiastic and committed Head of Maths Teacher. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you. This role will support all staff to successfully deliver all aspects of the school's Mathematics curriculum and how to relate learning to SMSC development, so that pupils are respectful and tolerant in both school and wider society.

The school would welcome applications from outside of a Maths specialism whereby there is a willingness to undertake Maths CPD and demonstrate effective leadership skills for an inspirational team of mathematicians.

The Job:

- To deliver the Maths Curriculum to Key stage 3 & 4
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To undertake any and all duties as laid out in the School Teachers' Pay and Conditions Document and meet the professional Standards for practicing Teachers
- To ensure positive behaviour management in accordance with agreed school policies, including the administration of rewards;
- Monitor and support the overall progress and development of pupils as a teacher/form tutor
- Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- Contribute to raising standards of pupil attainment
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

What are the job requirements?

- Qualified Teacher Status
- Qualified to at least degree level in Maths /or adequate post degree conversion course
- Proven record or evidence from teaching practice of potential to help students reach high standards of learning and achievement
- Excellent organisational skills with the ability to work under pressure and re-prioritise workload when needed

- A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well
- Excellent ICT skills for teaching
- To participate in the Performance Management Review cycle as per the school policy.
- To monitor and evaluate the quality of learning and teaching; standards of attainment and
- Performance within the departments you lead.
- To Line manage staff who deliver your curriculum areas
- To be accountable for standards across all key stages, providing accurate and consistent assessment data;

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to Teachers' pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 14th April 2024

Interview date: 18th or 19th April 2024 (date to be confirmed)

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Head of Maths

Reports to: Deputy Headteacher

Grade: MPS/UPS + TLR (£3,214 per annum)

Key Areas of Accountabilities:

- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To use creative approaches within curriculum development and design.
- To develop learning programmes within your specialist area.
- To liaise with Senior managers and others about pupils.
- To maintain an up to date knowledge of key curriculum areas linked to role.
- To plan the Maths curriculum across key stages to ensure a well sequenced, knowledge rich curriculum that carefully engineers success.

General Duties and Teaching Responsibilities:

- Responsible for attainment and progress in Maths for all students, in line with agreed targets.
- Supporting, developing and enhancing the teaching practice of others so that they teach lessons that are not judged less than typically good.
- Helping to create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- Planning and preparing lessons in order to deliver the National Curriculum, and other accredited areas, ensuring effective breadth and balance.
- Identifying clear teaching objectives and learning outcomes, with appropriate challenges and high expectations.
- Teaching lessons that are judged to be at least typically good.
- Helping to maintain good order and discipline among the students, safeguarding their health and safety.
- Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities.
- Planning opportunities to develop the social, moral, emotional and cultural aspects of students' learning.
- Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student's progress.

- Ensuring effective use of support staff within the classroom.
- Ensuring students attain, achieve and make appropriate rates of progress as determined by agreed targets.
- To participate in staff meetings as required.
- To communicate and consult with parents over all aspects of their child's education – academic, social and emotional.
- To cover in the absence of a colleague.
- If required, to be a mentor to a student or group of students and communicate regularly with parents.
- To partake in the quality assurance of the school and promote without prejudice the agreed policies of the school.
- Communicating an exciting and stimulating shared vision, which fits within the overall Pivot strategy, and inspires and motivates students, staff and all other members of the school community.
- Providing a safe and orderly environment that protects and cares for the young people and staff
- Embedding a culture of positivity and motivation.
- Ensuring Maths meets all statutory requirements as defined by Ofsted/ DfE, and other external bodies.
- To undertake other roles or responsibilities as determined by the Head Teacher.

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Trust.

Quality Assurance:

- To help to implement Trust quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.

- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management of Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school/Trust.

Administration:

- To maintain individual student records as necessary and ensure that they are kept up to date.
- To monitor student behaviour, attendance and achievement using the Behaviour Log and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To monitor incidents where students require positive handling and ensure appropriate recording and reporting takes place in accordance with Trust and school policies.
- To oversee and undertake the completion of progress checks as appropriate.
- To contribute to school reports including writing a summary comment.
- To play a full part in preparing students for public examinations and secure appropriate access arrangements by liaising with the SENCO.
- To lead revision and preparation for any end of year assessments.
- To support students onto KS4 programmes of study.
- To oversee student progress on their Maths examination courses in order to identify underachievement, with a view to establishing and coordinating improvement strategies.

Other Specific Duties:

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.

- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the school's/Trust policies.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the school's Dress Code.
- To take an active role and responsibility within the other Trust schools as and when required.

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Head of Maths

Reports to: Deputy Headteacher

Grade: MPS/UPS + TLR (£3,214 per annum)

No	CATEGORIES	Essential/ Desirable
CORE BELIEFS		
1.	A relentless approach to securing the improvement of teaching and learning	E
2.	A commitment to establishing and maintaining honest, meaningful working relationships with children, school staff, parents, carers and the wider community	E
3.	Committed to team work and working collaboratively with colleagues	E
4.	Clear vision of what you want to achieve with the department, aligned to the school's vision and values	E
5.	A commitment to the safeguarding and welfare of all students.	E
QUALIFICATIONS AND TRAINING		
6.	Qualified to at least degree level (preferably in related subject)	E
7.	Qualified teacher status	E
8.	Evidence of recent high quality CPD	D
KNOWLEDGE AND EXPERIENCE		
9.	Ability to deliver consistently high-quality lessons in this subject to students of all ages and abilities	E
10.	Experience of teaching preferred subject throughout the Key Stages	E
11.	A commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.	E
12.	Knowledge of the requirements of the new National Curriculum in the subject.	E
13.	Good knowledge of current educational developments and initiatives relating to the subject and their implications	D
14.	An understanding of the ways children learn and how individual needs may be assessed and met	E

15.	An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards and a commitment to relentlessly implementing these strategies.	E
PROFESSIONAL SKILLS		
16.	Excellent interpersonal and listening skills and a high degree of emotional intelligence	E
17.	The ability to develop positive relationships with all young people	E
18.	Well-developed planning and organising skills including time management and prioritisation.	E
PERSONAL QUALITIES & ATTRIBUTES		
19.	A clear passion for your subject and a willingness to undertake further training	E
20.	The ability to enthuse and inspire young people.	E
21.	Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.	E
22.	Confidence and self-motivation to work well and be decisive under pressure	E
23.	A high level of honesty and integrity	E
24.	A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision	E



Contact

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