



LAURENCE JACKSON  
SCHOOL

# Head of Mathematics

APPLICATION PACK



## CONTENTS

WELCOME LETTER FROM THE HEADTEACHER.....	3
LAURENCE JACKSON VISION & ETHOS .....	4
VACANCY .....	5
JOB DESCRIPTION.....	7
PERSON SPECIFICATION.....	11
HOW TO APPLY.....	14
EMPLOYEE BENEFITS.....	15
Employment Benefits .....	15
Corporate Benefits.....	15

---

## WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant

We are seeking to appoint an outstanding and proven leader who has high aspirations, drive and the enthusiasm and commitment to lead the Mathematics team at Laurence Jackson School as it moves to the next stage in its development and achieve even greater successes, improving progress measures and Ofsted judgements. This is an exciting opportunity for an ambitious and inspirational leader who is seeking a new challenge and wishes to join a dynamic and supportive MAT.

Laurence Jackson School is a 11-16 oversubscribed comprehensive school of 1220 students serving the East Cleveland town of Guisborough and the surround area. Our intake is wide ranging by nature, and we are proud of our very inclusive philosophy of 'Inspiring Excellence'.

We are determined to have outstanding student and subject progress, with the very best practice in teaching and learning and to create inspirational learning experiences for all of our students. To be an effective part of this journey it will be essential that the successful candidate believes passionately that every student, regardless of background can make excellent academic and personal progress.

We strive to inspire excellence in learning and in life through a curriculum designed to inspire personalised academic excellence for students of all abilities and we are looking for an inspirational teacher and leader who embraces this inclusive attitude to education, is looking for a new challenge and want to be part of driving continued improvements in our school.

Kind regards



Catherine Jukes

Headteacher

Laurence Jackson School



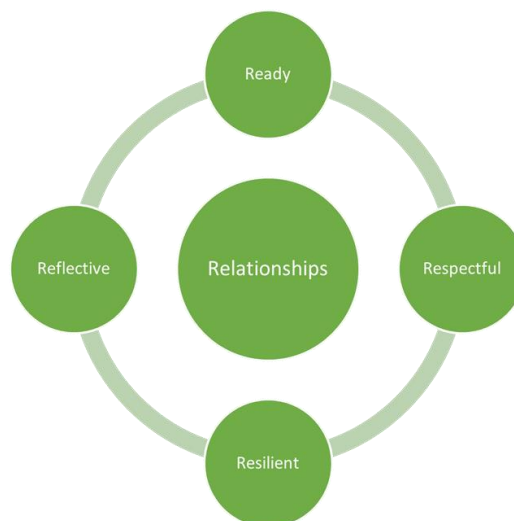
---

## LAURENCE JACKSON VISION & ETHOS

We aim to develop lively, enquiring minds, encouraging our students to have a thirst for learning. We work closely with our students, building their self-confidence so they can become more independent in their learning. This enables our students to view education as a lifelong process. In addition to this, students are supported and guided through the key transition points of their education to ensure they make the right choices for their future.

We believe that supporting students to develop these skills and attributes leads to students who are equipped to be excellent both academically and socially. Our ethos helps ensure that Laurence Jackson School is a school with a positive culture and climate for learning.

Our ethos has five key elements. We know that positive relationships need to be at the centre of everything we do and students need to be able to demonstrate that they can be ready, respectful, resilient and reflective in their behaviour choices and in their attitudes to learning. Our strong character education and personal development curriculum provides students with structure opportunities to develop these characteristics.



---

## VACANCY

### Head of Mathematics

**Salary L9 – L11  
(plus a welcome bonus)  
Full time, Permanent  
Start January 2024**

Laurence Jackson School is a 11-16 comprehensive school of 1220 students. Our intake is wide ranging by nature and we are proud of our very inclusive philosophy of 'Inspiring Excellence'.

We have an exciting opportunity for a passionate, vibrant and outstanding Subject Leader of Mathematics, this is an excellent opportunity for an ambitious and inspirational leader or aspiring leader to join our rapidly improving school.

The maths department is currently staffed with 11 qualified maths teachers. The leadership in the department is organised so that the Subject Leader is responsible for Key Stage 4 and the Second of Department leads on Key Stage 3. The trust Director of Maths supports the leadership of the subject and teaches across this school and another local school in the trust.

The department has good facilities and resources with 9 classrooms all situated on one corridor, each room is fitted with an interactive white board, a white board and a visualiser for ease of demonstrating key maths concepts.

We follow the national curriculum and our curriculum has been developed over several years and we have adopted methods from the white rose maths curriculum. As well as Edexcel GCSE maths we offer GCSE statistics for students who wish to take this on as an option. We also offer entry level maths where there is a need for this provision.

Our curriculum is mapped to allow time for mini review assessments after each topic, as well as incorporating summative assessment points where we report current working levels to parents / carers. As a department we have agreed teaching methodologies for key mathematical concepts, which allows students to develop strong recall. This approach is leading to fewer misconceptions overtime. We follow a 'maths gold standards' protocol when delivering lesson and providing written feedback.

Key Stage 3 and Year 10 students are encouraged to take part in the fortnightly Mathematics maths challenge which are shared with students via the feel-good Friday presentation. Home learning is set on a weekly basis to all students in maths. We use MathsWatch as our main home learning platform for students in Years 7 to 10. Year 11 home learning varies between covering bespoke knowledge gaps and working through past papers.

We have:

- A positive and caring ethos and working atmosphere.
- Friendly children, eager to learn and achieve.
- A committed, enthusiastic and supportive staff team.
- Excellent support from the Governing Body, the staff and parents.
- Opportunities for career development.

The successful candidates must have:

- Experience of teaching KS3 & KS4 within a secondary school, delivering outstanding results.
- A calm, understanding and friendly personality with a passion for developing student engagement and educational progress.
- The ability to manage behaviour and help students focus on any given task, encouraging students to interact with others and engage in a range of learning activities.
- A professional, dedicated and resilient approach.
- Commitment and dependability within the workplace with ability to use your own initiative.
- The ability to establish good relationships with students, acting as a role model and responding to individual needs.
- The ability to help plan, deliver and assess outstanding learning opportunities for all.
- The capability to develop others and improve the quality of provision within the department.

We are part of a dynamic and supportive MAT, the Vision Academy Learning Trust, which was established in 2016 and currently consists of three secondary schools, of which one is a teaching school, and five primary schools.

Applications should clearly outline why candidates want to take on the role of Head of Mathematics and where that fits into an overall career plan. Additionally, why they want to work at Laurence Jackson School and what other attributes they have to offer to the wider school ethos should be included.

Application forms and further details are available on the school's website –

[www.laurencejackson.org](http://www.laurencejackson.org) or visit [Work for us \(valt.org.uk\)](http://Workforus.valt.org.uk)

Please email your completed application form and a 1500 word covering letter to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Jukes, Headteacher.

**Closing Date: Wednesday 11 October 2023 at 09:00 am**

**Interview Date: W/C 16 October 2023**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Mathematics</b>
<b>Location:</b>	<b>Laurence Jackson School</b>
<b>Salary Range:</b>	<b>L9 - L11 (plus a welcome bonus)</b>
<b>Reports To:</b>	<b>Headteacher</b>
<b>Job Purpose</b>	
<p>To establish and promote the department as a beacon of excellence and good practice within the school through the provision of consistent high-quality teaching and learning, continuous positive academic progress and outcomes and the effective use and management of all the department's resources.</p> <p>To support the raising of standards of student attainment, achievement and progress within Mathematics. As the Curriculum Lead you will be responsible for working with all relevant staff in leading, developing and quality assuring this area to ensure high quality and consistent provision.</p> <p>To establish a clear, shared understanding of the importance of high-quality teaching that engages students and enables them to achieve their full potential. You will be accountable for the standards in the subject area and responsible for the provision for an appropriately broad, balanced, relevant and differentiated curriculum within the subject, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</p> <p>Promote and act within the school policies within the department and to lead and manage the department's staff.</p>	

### Main Responsibilities and Duties

Reporting to the Deputy Headteacher, the Head of Mathematics will be accountable for leading, managing and developing both the curriculum and staff in the mathematics department to ensure high quality and consistent delivery of curriculum that leads to strong and positive academic progress of all students.

### Operational

- To raise standards so that students of all abilities achieve their full potential
- To achieve positive pupil outcomes.
- To lead the implementation and development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the subject
- The day-to-day leadership and management of the Department
- To lead the Teaching and Learning within the department so that all provision is consistently high quality
- To actively monitor and follow up pupil progress and achievement.

- To work with colleagues to formulate the vision for the Department that is coherent and relevant to the needs and development of the students and which support the aims, objectives, targets and strategic plans of the school.
- To formulate and monitor progress of the Department's Improvement Plan.
- To lead the strategic development of the Department, including the deployment of other leaders / UPS within the department.
- To implement School Policies and Procedures e.g. Equal Opportunities and Health & Safety

### **Curriculum Provision / Development**

- To ensure the delivery of an appropriate comprehensive, high-quality and cost effective curriculum programme that complements the school's objectives.
- To lead and support curriculum development within the whole Department.
- To keep up-to-date with national developments in the subject, teaching practices and methodology.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination, validating and awarding bodies

### **Staffing**

- To promote teamwork and motivate staff to ensure effective working relations.
- To work with the SLT Link to ensure that staff development/CPD needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to the Appraisal Review cycle and act as Team Leader for designated staff.
- To ensure the effective, efficient deployment of support staff within the designated areas of the subject.
- To work with SLT to plan the most appropriate deployment of staffing to teaching groups.
- To participate in the school's ITT programme as appropriate.

### **Quality Assurance**

- To monitor and evaluate the work of the Department and ensure the effective operation of quality control systems to improve the quality of teaching and learning.
- To set targets within the Department and to work towards their achievement.
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the Department.
- To contribute to the school procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the Department.
- To lead in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required within the relevant curriculum area.



---

### Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area are published on the school website.
- To analyse and evaluate pupil and school performance data.
- To produce reports within the quality assurance cycle.
- To produce reports on examination performance, including analysis and areas for further improvement.
- To contribute to the school self-evaluation.
- To identify exam entries within the Department.

### Communications

- To ensure that all members of the department/curriculum area are familiar with its vision.
- To ensure effective communication as appropriate with the parents / carers of students, including rewards and sanctions.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

### Marketing and Liaison

- To contribute to the development of effective subject links with partner schools, primary schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.
- To actively promote the positive work of the department through newsletters, displays, website and school events.
- To promote actively the development of effective subject links with external agencies.
- To raise the profile of the work of the faculty both within and external to the school.

### Management of Resources

- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
- To keep accurate stock records and manage the departmental budget to bring about the most effective use of resources.

### Guidance

- To monitor and support the overall progress and development of students within the curriculum area.
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To implement the Behaviour Management system in the Department so that effective learning can take place.
- To support CEIAG through relevant and appropriate links to careers and training opportunities.

### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

### **Other Specific Duties**

- To promote actively the school's and Trust policies.
- To continue personal development as agreed.
- To positively contribute to the ethos of the school and display Pride in belonging to
- the Laurence Jackson Community.
- To undertake any other duty as specified by STPCB not mentioned above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this role description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.



## PERSON SPECIFICATION

### [A] Qualifications

	Essential	Desirable	Assessed
Qualified teacher status	Yes		A
Relevant Degree	Yes		A
NPQML / Masters degree or equivalent		Yes	A

### [B] Professional Development

	Essential	Desirable	Assessed
Evidence of appropriate professional development for the role of Subject Leader / Middle Leader		Yes	A
Up to date safeguarding training and knowledge of legislation for the protection of young people	Yes		A

### [C] School leadership and management experience

	Essential	Desirable	Assessed
Be able to demonstrate successful / effective leadership in a subject or improvement project	Yes		L/I/R
To have taken an active involvement in departmental improvement planning	Yes		L/I/R
To have implemented and developed a successful leadership initiative	Yes		L/I/R
To have had experience of and ability to contribute to staff development (E.g. coaching, mentoring, INSET for staff)		Yes	L/I/R
Experience of working effectively within a staff team	Yes		L/I/R
Work positively with parents / carers	Yes		L/I/R

### [D] Experience and knowledge of teaching

	Essential	Desirable	Assessed
Experience or understanding of what makes high quality teaching and learning in your subject and how to improve teaching and learning in your subject	Yes		L/I/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses in the department	Yes		L/I/R
Proven personal excellence in teaching students and meeting individual needs of all pupils	Yes		L/I/R



## [E] Professional Attributes

	Essential	Desirable	Assessed
Demonstrate an awareness of the needs of the pupils at Laurence Jackson School and how these could be met.	Yes		L/I/R
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom and intervention practice.	Yes		L/I/R
Excellent written and verbal communication skills (which will be assessed at all stages of the process).	Yes		L/I/R
Show a good commitment to sustained attendance at work	Yes		L/I/R
Ability to develop the vision of the department and to articulate it to the department	Yes		L/I/R

## [F] Qualities

	Essential	Desirable	Assessed
Hold and articulate clear values and moral purpose focused on providing a world-class education for the pupils at Laurence Jackson School	Yes		L/I/R
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, towards parents, governors and members of the local community.	Yes		L/I/R
Lead by example – with integrity, creativity, resilience, and clarity.	Yes		L/I/R
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	Yes		L/I/R

## [G] Safeguarding

	Essential	Desirable	Assessed
Displays commitment to the protection and safeguarding of children and young people	Yes		L/I/R
The ability to form and maintain appropriate relationships and personal boundaries with young people	Yes		L/I/R
Will co-operate and work with relevant agencies to protect young people	Yes		L/I/R

### Special Notes or Conditions

The following letters under the source column indicate where candidates will be able to demonstrate the particular aspect of the person specification.

A = within the application form

L = Letter of no more than 2 sides of A4 to support the application

I = within the interview process

R = within the reference

### Application Form and Letter

The appropriate application form should be fully completed and legible and ideally typed. The letter should be clear, concise and related to the specifics of the post.

### Confidential References and Reports

Two referees should be nominated, including one from your current/most recent employer (which must be from the Headteacher in your current education setting).

The applicant will be required to safeguard and promote the welfare of children and young people

Note: Candidates failing to meet any of the essential criteria will automatically be excluded from the shortlisting process



---

## HOW TO APPLY

### To Apply

Application forms and further details are available on the school's website –

[www.laurencejackson.org](http://www.laurencejackson.org) or visit [Work for us \(valt.org.uk\)](http://Work for us (valt.org.uk))

Please email your completed application form and a 1500 word covering letter to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Jukes, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

### Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact [ollerenshawh@laurencejackson.org](mailto:ollerenshawh@laurencejackson.org) to arrange a convenient time.

### Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

### Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: Wednesday 11 October 2023 at 09:00am**

**Interview Date: W/C 16 October 2023**

## EMPLOYEE BENEFITS

### Employment Benefits

#### Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service, in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work live balance.

#### Professional Development



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

### Corporate Benefits



We currently offer a range of benefits to staff including the following:

- Corporate membership to;
  - Escape Zone at Sporting Lodge - £30 a month (instead of £35)
  - £150 – 6 months
  - £300 – 12 months

- Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)
- <https://www.discountsforteachers.co.uk/>
  - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
  - Free to join – discounts on shopping, groceries, days out
  - Also includes some free lesson plans

### Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

### Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.



## Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

## Policies and Procedures



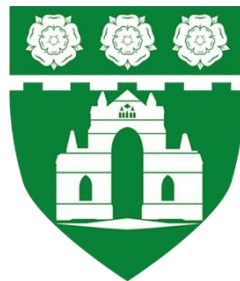
Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals



**LAURENCE JACKSON  
SCHOOL**

---



Church Lane,  
Guisborough,  
North Yorkshire,  
TS14 6RD


**Telephone**

01287 636361



**Academy Learning Trust**

Vision Academy Learning Trust is a company limited by guarantee registered in England. Company Number: 10249712  
Registered Office: Egglecliffe School, Uray Nook Road, Egglecliffe, Stockton-on-Tees, Cleveland, TS16 0LA  
Correspondence Address: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ  
© Vision Academy Learning Trust 2023

Church Lane, Guisborough, North Yorkshire, TS14 6RD | 

Laurence Jackson School operates a robust safeguarding policy in order to provide a safe and secure environment for all our staff, pupils and visitors