

RECRUITMENT PACK

DIRECTOR OF MATHEMATICS



Introduction from the Chief Executive

The MILL Academy is an exciting place to work and learn. We are committed to providing education that transforms lives and we are ambitious in our pursuit of excellence. All of our academies work collaboratively together and, by joining us, you will be assured of truly exceptional professional development.



This is a hugely exciting time for our family of schools as we presented with a rare opportunity to make a real difference to the lives and life chances of so many young people.

The MILL Academy has schools based in Oxfordshire and includes schools at various stages of development. Our vision is to enable individual schools to flourish whilst remaining integral to the communities they serve.

We are seeking to appoint an exceptional Director of Mathematics who can work with the Chief Executive, Headteachers and members of the Executive Team to support the Trust by providing leadership and strategic direction to their specialist curriculum area.

Thank you for your interest in this position and I look forward to discussing our Trust's vision and aspirations with you.

Wendy Hemmingsley,
Chief Executive



Who we are

The MILL Academy was established in October 2015. We are a growing multi-academy trust and we are committed to ‘transforming lives through inspirational education’. We are a non-profit making charitable company limited by guarantee, based in Witney, Oxfordshire.

The MILL Academy Values:

Motivate

Inspire

Learn

Lead

Distinctive Features of the MILL

- Learning and teaching at the centre of all we do
- Forward thinking organisation
- Commitment to ‘upstreaming’
- OLEVI CPD programmes for teachers and support staff at different points in their careers
- Headteacher development
- Coaching package for all Headteachers
- Governor training and support
- Leadership programmes and development across the group
- Commitment to collaboration
- Substantial investment in cross Trust initiatives to improve learning and teaching
- Integration of primary and secondary approaches
- Excellent central services for finance, IT, facilities, HR and business functions

1. Key Purpose of Job

Reporting to the Headteacher, the Director of Mathematics will support the Trust by providing leadership and strategic direction to their specialist curriculum area by:

- Being **primarily accountable** for attainment in maths at The Henry Box School **but also**, reporting to the Trust's Director of Education, to work across the Trust to support rapid improvement in maths attainment
- Ensuring the provision of high quality learning and teaching in maths across the Trust schools
- Ensuring high standards and high expectations from students and staff
- Providing coaching for leaders and others teachers and model outstanding practice at all times
- Working with the Trust's Executive Team to improve outcomes

2. Key Duties and accountabilities of the post

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- To lead maths at The Henry Box School
- To support the Trust's Director of Education to drive up standards in maths across the Trust schools
- To be an active practitioner, teaching key groups where necessary to ensure a rapid rise in standards
- Provide advice and support to leaders to drive the improvement of outcomes
- To take a lead role within schools where maths is causing concern or where additional support and challenge is required
- To support the Director of Education is developing consistency in the quality of learning and teaching across the Trust family of schools
- To develop, launch and drive new initiatives and innovative practice in the relevant subject area
- To liaise with and be informed by the most up to date Examination Board training
- To ensure that trust wide maths data is used appropriately to facilitate targeted intervention, collaborative learning and effective practice
- To work in collaboration to improve the quality of learning and teaching across the Trust
- To keep up to date with evidenced based teaching
- To promote leadership and teaching development
- Analyse and review learning and teaching providing high quality reports, action plans and interventions focusing on continuous and rapid improvement

- Lead on curriculum development and delivery of trust wide curriculum area professional development
- Take responsibility for sourcing and providing relevant conferences, workshop and other collaborative opportunities
- Assist with the procurement of appropriate resources to support learning and teaching, revision and intervention
- Support external reviews across the Trust

3. General

- Prepare policy review papers as required and requested.
- Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
- Comply with and uphold all respects of the Trust's code of Practice on equality and diversity.
- Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within any academy in the MILL Academy Trust.

4. Supervision / Line Management Responsibilities of the Post

There will be a requirement to be flexible in terms of line management responsibilities.

5. Working Environment and Conditions of the Post

This post will be required to travel and work in any school within the MILL Academy Trust.

6. Other Duties

- To undertake additional duties as required, commensurate with the level of the job.
- To participate in induction training, staff review processes and professional development opportunities.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and school policies and procedures.

- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entitled.

Person Specification

Area	Post Requirements	Essential /Desirable	Evidence
A. Qualifications and Professional Development	• Honours Degree	E	A
	• Qualified teacher status	E	A
	• NPQH	D	A
	• Specialist Leader in Education (SLE) of your curriculum area	D	A
	• Evidence of recent and relevant further professional development	E	AI
B. Experience and Knowledge	• Monitoring and evaluating Learning and teaching	E	AI
	• Target setting, including the ability to accurately analyse a range of data	E	I
	• Successful and sustained experience of teaching in KS3 and K4	E	A
	• Knowledge of the primary maths curriculum	D	I
	• Successful track record of leadership in specialist curriculum area	E	A
	• Evidence of the successful implementation of improvement strategies	E	I
	• Excellent knowledge of self-evaluation and planning	E	I
	• Able to work with families to understand and meet the needs of students	E	I
	• Good knowledge of strategies to enhance collaborative working	E	I
	• Experience of education in a challenging environment	D	A
	• Knowledge and understanding of safeguarding practices	E	IR
	• Good knowledge of the skills and attributes required for effective leadership	E	I
	• Experience of successful strategies to close the achievement gap	E	IR
C. Abilities and Skills	• Ability to effectively support the professional development of staff to motivate, empower and challenge	E	IR
	• Ability to swiftly identify the needs of vulnerable pupils and use this knowledge to inform policy and practice	E	I
	• Ability to foster the culture which challenges inequality	E	IR
	• Ability to establish a positive ethos with an accent on high achievement for all	E	IR
	• Leads by example and with integrity	E	I

A Application

I Interview

R Reference

The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download the teaching staff application form using the following link: <http://millacademy.co.uk/vacancies/> or <http://www.henrybox.oxon.sch.uk/contents/vacancies-1>

In addition to the completed application form please submit a letter of application that is no more than two sides of A4

Suitable and interested applicants are encouraged to make contact with our Chief Executive, Wendy Hemmingsley, for an informal discussion and/or site visit which can be scheduled by contacting Kirsty Cantley, our HR Manager on 01993 848166 or email kcantley@henrybox.oxon.sch.uk

The closing date for applications is **Monday 26th March 2018 at 9am**. All applications will be acknowledged upon receipt.

Shortlisting will take place shortly after the closing date and candidates will be notified further only if they are successful in being shortlisted. The date for interviews and associated assessment activities will be confirmed in due course.

