



**Westlands  
Secondary School**

**KS4 Co-ordinator  
for Maths**  
INFORMATION



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## Westlands Secondary School

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school.

However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school. Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education). If you would like to find out more about our school, our curriculum and our facilities, please visit our website ([www.westlands.org.uk](http://www.westlands.org.uk)).

Please do not hesitate to contact us if you any questions or would like to know more about the role.

Yours faithfully,

Christina Honess  
Headteacher

Simon Cox  
Executive Headteacher

# JOB DESCRIPTION



**Job Title:** Classteacher (Secondary) and KS4 Co-ordinator for Mathematics  
**Grade:** MPS/UPS  
**Responsible to:** Headteacher

## **Purpose of the job**

The current School Teachers' Pay and Conditions Document describes the general professional duties which teachers are expected to undertake in the course of their employment. Teachers are also expected to perform particular duties as may reasonably be assigned to them by the Headteacher.

For the purpose of this general job description these particular duties are:

## **Curriculum**

- To plan and prepare courses.
- To continuously review teaching methods, schemes of work and resources as necessary.
- To advise and co-operate with the line-manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **Professional Development etc.**

- To participate in any arrangement within an agreed national framework for the performance management of performance and that of other teachers.
- To participate in arrangements for further training and professional development as a teacher.
- To contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.
- To co-ordinate or manage the work of other teachers as appropriate.
- To manage or supervise support staff as necessary.

## **Pupils:**

- To plan and prepare lessons.
- To teach pupils assigned, including setting and prompt marking of work carried out by pupils in school or elsewhere.
- To set relevant and sufficient homework, according to the homework timetable, and to ensure prompt marking of the homework or coursework.
- To assess, record and report on the development, progress and attainment of pupils, according to departmental and whole-school policies.
- To participate in the arrangements for preparing pupils for public examinations. To assess pupils for the examinations and record and report these assessments.
- To promote the general progress and wellbeing of individual pupils and of any class or group assigned.

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- To provide guidance and advice to pupils on educational and social matters and on their future education and careers, including information about the sources of more expert advice on specific questions.
- To make records of, and reports on, the personal and social needs of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils.
- To maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To attend assemblies and to supervise tutor groups while in assembly, unless the teacher wishes to opt out of any religious aspect of assembly where this is against their beliefs.
- To accurately register pupils at a.m. and p.m. registration and during lessons and at any other time necessary before, during or after school.
- To provide, as a Tutor, the individual contact, knowledge and support for pupils within the allocated tutor group and to liaise with parents and other staff accordingly, as appropriate.
- To contribute to the personal and social education of pupils generally and specifically through the teaching of the PSE programme to the tutor group.
- To support all colleagues in ensuring that high standards of uniform and behaviour are maintained within the school.
- To work with other colleagues to ensure that there is a consistent approach in ensuring pupils abide by the school's code of conduct and the same consistency in dealing with pupils who do not conform to school rules.
- To make relevant records and reports as necessary.

## **Parents and the wider community:**

- To communicate and consult with the parents of pupils when required.
- To communicate and co-operate with other persons and outside agencies as required.
- To participate in meetings arranged for any of the purposes described above.
- To foster good relationships with parents.

## **Resources and Accommodation**

- To take responsibility for the care of resources, accommodation and fabric of the school, particularly when pupils are present.
- To allocate, as appropriate, equipment and materials in connection with his/her teaching.

## **Policies and Staff Handbook**

- To ensure that all departmental and school policies are understood and complied with.
- To ensure that they have read and understands the contents of the Staff handbook and complies with all the requirements detailed in the handbook.

## **Administration**

- To participate in administrative and organisational tasks related to the above duties.

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## Health and Safety

- To accept responsibility for own safety – as well as that of the pupils and colleagues with whom you work.
- To undertake Health and Safety training offered.
- To be aware of Health and Safety issues and the hazards associated with manual handling tasks, including the cumulative effect of repeated manual handling operations.
- To follow any control measures and care plans required by the generic or individual risk assessments.
- To be familiar with and use available equipment safely.
- To be aware of your own limitations and inform your employer of any circumstances that may alter ability to perform manual handling tasks.
- To report accidents and hazards.
- To report deficiencies in the employer's Health and Safety protection arrangements.

## TLR responsibilities

- Lead on quality assurance of curriculum resources and collaborative planning systems in mathematics Key Stage 4 courses, as well as overseeing GCSE statistics.
- Maintain and share an awareness of current educational practice and theory.
- Lead the organisation and dissemination of teaching and learning resources, assessments and resources in years Key Stage 4.
- Support the department leads with the administration and marking of examinations.
- Carry out regular communication with teachers of Key Stage 4 mathematics and statistics, providing support as necessary.
- Assist with monitoring the standards of books, teacher planners, pupil learning and record keeping.
- Ensure that effective tracking of pupils' progress is in place throughout Key Stage 4 and identify any underperformance.
- Support underperforming pupils through the organisation and leading on relevant intervention strategies.
- Deliver subject specific CPD.
- Ensure that appropriate and regular homework contributes to pupils' learning across Key Stage 4.
- Ensure that the RADAR values of the school are fully embedded in the curriculum.
- Ensure that the provision of work for remote learning in Key Stage 4 is appropriate and supports pupil progress.
- Provide and model exemplary practice for other teachers to observe.
- Mentor less experienced members of the department as and when required.
- Attend morning leadership meetings as required.
- Participate in arrangements for further training and professional development as a teacher.
- Contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.
- Co-ordinate or manage the work of other teachers as appropriate.
- Manage or supervise support staff as necessary.
- Ensure that cover work has been set by teachers who are absent within the department.
- Assist in the management of pupil behaviour and run Key Stage detentions.

# JOB DESCRIPTION



## Working Time

The following is extracted from the School Teachers' Pay and Conditions Document.

- A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days which they may be required to teach pupils in addition to carrying out other duties; and those 195 days will be specified by the head teacher
- Such a teacher shall be available to perform duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which they are required to be available for work.
- Such a teacher shall work such additional hours as may be needed to enable them to discharge effectively their professional duties, including, in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time required for this purpose beyond the 1265 hours and the time outside the 1265 specified hours at which duties shall be performed shall not be defined by the governors but shall depend upon the work needed to discharge the teacher's duties.

A summary of the directed time for teachers as allocated by the Headteacher is detailed in the staff handbook.

## The Working Time Regulations 1998

All teachers are subject to the EU Working Time Regulations which are described in paragraph 114 of DfEE Circular No. 12/99.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



Qualifications	Essential / Desirable
Qualified Teacher Status or willingness to work towards this.	E
A Degree	E
Experience	
Teaching of specialist subject across all three key stages.	E
Skills and Abilities	
Ability to communicate positively with children.	E
Ability to work supportively and collaboratively within a team.	E
Ability to reflect upon and improve your teaching practice.	E
Knowledge	
Knowledge of the National Curriculum.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
A good understanding of the importance of literacy and numeracy across the curriculum.	E
A good understanding of how to assess pupil progress.	E
A good understanding of how to plan and assess work for vulnerable groups, such as SEN pupils, pupil premium pupils and gifted and talented pupils.	D
Personal Qualities	
Enthusiasm for your specialist subject.	E
Ability to manage own workload.	E
A commitment to own continuing professional development.	E



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Ellen Apps  
Westlands Secondary School  
Westlands Avenue  
Sittingbourne  
Kent  
ME10 1PF

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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SITTINGBOURNE, KENT  
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