



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Joint Assistant Campus Principal: Progress Lead

Job Description

JOB PURPOSE

- Holding Senior Leadership Team responsibilities, to ensure consistent support, direction and planning across the school.
- To coordinate tracking and monitoring of the academic progress of students, and work with the other Progress Leads to enable all students to achieve their academic, personal and professional potential through excellent academic and pastoral care and communication with all stakeholders.
- To undertake whole-school responsibilities and oversight as part of the Teaching and Learning Team, jointly overseeing Quality Assurance, planning staff training including Inset and CPD events and line managing selected staff.
- Oversight of other areas of responsibility within the campus and/or management of staff with day-to-day responsibilities.

DUTIES

SPECIFIC DUTIES

- Facilitate academic progress across a Key Stage including securing a successful transition as part of the options process.
- Use analysis of pupil progress indicators to lead and evaluate effective and personalised interventions, ensuring progress of students against their minimum expected grades and potential.
- Communicate effectively with relevant stakeholders including the provision of parent events.
- Contribute to the Quality Assurance process related to accurate and effective reporting of student progress.
- Line management of allocated staff, overseeing the appraisal process and completing annual performance management cycle, to include induction/probation processes where required.
- Attend weekly 1:1 meetings with the Campus Principal to update on progress.
- Meet (at least) half termly with other Progress Leads to share information, identify whole-school issues and plan whole-school progress strategies.
- Work with relevant staff, including VC teachers, to ensure individual student pastoral needs, including mental well-being are met.
- Oversee the Quality Assurance of Teaching and Learning in collaboration with the Campus Principal through learning walks, work scrutinies, lesson observations, tracking of outcomes/interventions.
- Track, identify trends and follow up any concerns, in close conjunction with the Joint Assistant Head responsible for Student Behaviour and Motivation and Campus Principal, in line with Oneschool Global UK (OSG UK) policy.
- Joint oversight of Inset delivery and to facilitate staff CPD in line with OSG UK policy, ensuring the OSG pedagogy and principles are embedded in all areas of learning across the school.
- Contribute to new staff induction programme.
- Act as Form Tutor for a designated year group.
- Act as mentor for a Student Leadership committee holding regular meetings, duly minuted with items actioned as appropriate.

OTHER DUTIES

- Contribution to senior leader reports and documents, including but not limited to the School Improvement Plan and Self-Evaluation, half-termly, termly and annual campus impact reporting, under the direction of the Campus Principal.



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- Contribute to meeting the criteria to ensure the school maintains the highest standards as specified by ISI or other inspectorate.
- Reporting on areas of responsibility as requested or regularly scheduled.

GENERAL DUTIES

- To perform such other duties as may be requested from time to time, commensurate with the role.
- Uphold and promulgate the OSG UK ethos within all areas of responsibility.
- Contribute to, share in and promote the wider and longer-term vision of One School Global.
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy.
- Comply with and support the implementation of all School and OneSchool Global UK policies.
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety.
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

PERSONAL DUTIES

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels.
- Ensure high standards are maintained, progressed and promoted in all areas of work.
- To undertake appropriate professional development and positively participate in the appraisal of own performance.
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable.
- Attendance at staff meetings as appropriate.

SAFEGUARDING

OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2021 and The Education Act, we expect all staff and volunteers to share this commitment

REPORTING TO

- Reporting to Campus Principal.

SUPPORT FOR THE ROLE

OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Key Stage 3-4 Mathematics Teacher

Job Description

JOB PURPOSE

- To ensure high-quality teaching of Key Stage 3-4 Mathematics, with the potential to teach to Key Stage 5, enabling excellent rates of progress for all students.
- To embed a culture of safeguarding within the classroom and wider school environment, demonstrating exceptional levels of care for students.
- To ensure lessons, study and interventions are planned and delivered to meet the outcomes as set out in the OneSchool Global UK (OSGUK) Mathematics curriculum and the relevant GCSE, and Cambridge International A Level Examination Board specifications.
- To use technology skilfully, including Canvas, Zoom, DyKnow, and Panopto, to facilitate learning for all students.
- To inspire and motivate all students of Mathematics to achieve at the highest levels by supporting the development of all learners.
- To equip students with the transferable skills of time management, communication, literacy, numeracy, study skills, research, IT, problem solving and the effective use of technology.
- To undertake other teaching responsibilities as required.

DUTIES

THE KEY DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

SPECIFIC DUTIES

- To plan, implement and monitor schemes of work, lesson plans and student Self-Directed Learning assignments for the subject. Each lesson plan is to indicate which outcomes will be addressed in the lesson and what resources will be used, in line with the OSG UK subject curriculum, ensuring all students can access the learning and make excellent progress within lessons/study, whether on campus or in a virtual learning environment
- Differentiate planning to take account of the differing needs of students, including those who are under-achieving, more able or have special educational needs
- To plan and deliver lessons remotely, utilising zoom and canvas technologies, ensuring an effective virtual learning experience
- Plan collaboratively with the Learning Support team, to effectively meet the needs of students with Special Educational Needs and direct the in-lesson support that may be provided to students. Ensure lesson plans are tailored to accommodate students with an individual learning plan (ILP) and ensure that the lesson plan delivers what the ILP requires, primarily through differentiation
- Have excellent subject knowledge, and understanding of recent developments and research, and follow all relevant Examination Board syllabus documents and the OSGUK subject curriculum
- To ensure the Self-Directed Learning philosophy of the school is present in the opportunities presented to the students
- To develop and fully utilise assignments and tasks centred on the school's virtual learning environment (Canvas) for assignments, daily lessons/study, assessment, feedback, homework and discussion forums
- Use teaching strategies that engage students, including effective questioning, well-structured lessons and skilful use of resources and extracurricular activities to provide students with a broad range of activities and experiences in keeping with the OSG UK guidelines



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- Accurately assess, record and monitor each student's progress and attainment according to OSG policy, and use assessment to adjust planning and schedule interventions as required
- Determine student grades at determined Assessment Points, entering onto SIMS, based on a variety of teacher-assessed recorded evidence
- Comment on reported attainment, per the OSG schedule, to parents in student reports
- Undertake effective, informative marking and a variety of feedback methods, which will extend and develop all students
- Develop and maintain highly positive communications with students, parents, colleagues, line manager, Campus Principal and the national curriculum leads (NCLs)
- Facilitate independent learning for students by taking every opportunity to build self-directed learning into assignments, lessons and study
- Create a safe and stimulating learning environment that supports learning; ensures the best possible potential outcome for each individual student and in which students feel secure and confident
- Set high expectations for pupil behaviour, establishing and maintaining a productive environment for learning in the classroom, learning centre and throughout the school, in line with the OSGUK Behaviour Management Policy, based on mutual respect, personal responsibility and restorative justice
- Set an excellent example to the students at all times through one's presentation, personal conduct and fulfilment of professional obligations strictly in line with OSGUK Ethos and Values
- Have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work
- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Improvement Plan.

GENERAL DUTIES

- Perform such other duties as may be requested from time to time, commensurate with the role
- Uphold and promulgate the OneSchool Global Ethos within all areas of responsibility
- Contribute to, share in and promote the wider and longer-term vision of OneSchool Global
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSGUK Equal Opportunity Policy
- Comply with and support the implementation of all School and OneSchool Global UK policies
- Adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
- Work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

PERSONAL DUTIES

- Set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
- Ensure high standards are maintained, progressed and promoted in all areas of work
- Undertake appropriate professional development and positively participate in the appraisal of own performance, as directed by the Campus Principal
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
- Attend all relevant staff meetings, consultations and school events, as appropriate, with a clear and professional sense of purpose.

SAFEGUARDING

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JOB DESCRIPTION & PERSON SPECIFICATION

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2021 and The Education Act, we expect all staff and volunteers to share this commitment

REPORTING TO

- Reporting to the Campus Principal
- No direct reporting or ongoing supervision of others.

SUPPORT FOR THE ROLE

The role is supported by the District Principal, Campus Principal, Senior Leadership Team (SLT), an allocated line manager and the OSGUK subject national curriculum lead (NCL).

Regional Principals provide assistance in areas such as curriculum, SDL, SEND, performance management, CPD, data, pedagogy, and to support progress, promote consistency and to share good practice between schools.

OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.

ISSUED BY

OneSchool Global UK

Issue date: August 2021



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Key Stage 3-4 Mathematics Teacher

Person Specification

Specification	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none">Recent experience of teaching Mathematics to KS3-4Knowledge of GCSE Mathematics exam specificationsUse of digital technology	<ul style="list-style-type: none">Knowledge or experience of teaching Cambridge International A Level Mathematics
Education and Qualifications	<ul style="list-style-type: none">Qualified Teacher StatusMathematics DegreeA Level MathematicsGCSEs at grades C / 5 and above in English and Mathematics	
Skills and Abilities	<ul style="list-style-type: none">Good communication skills written and verbalGood organisational skillsStrong behaviour management skillsEffective ICT skills to support students' learningA positive role model of professional practice and conduct of othersAble to uphold the values and ethos of OneSchool Global	<ul style="list-style-type: none">Familiarity with the use of a Virtual Learning Environment
Training	<ul style="list-style-type: none">Evidence of continuous INSET and professional developmentWillingness to undertake relevant training and identify own development needsCommitted to ongoing CPD and professional development	
Attributes and Attitudes	<ul style="list-style-type: none">Enthusiastic approach to teaching and learningAble to inspire and enthuse all pupils to achieve their individual potentialInnovative ideasFlexible approach and positive attitude towards workPunctual and reliableGood team playerAbility to adapt to changes in the workplace	
Equality, diversity and inclusion	<ul style="list-style-type: none">Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	
Safeguarding	<ul style="list-style-type: none">Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	



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	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with students	
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.