



## Job Application Pack

### Second in Maths

MPS/UPS + TLR 2b

Full Time

Closing Date: 9:00am on Monday 2nd February 2015



## **Letter from the Principal**

Dear Candidate,

I would like to thank you for expressing an interest in working at the Nottingham University Academy of Science and Technology.

NUAST is a unique learning environment, combining the very best equipment and infrastructure with unique industry and university partnerships. This combination of education and industry provides remarkable opportunities for students and staff.

I would encourage any applicant to come and visit us to find out exactly what makes NUAST such an exciting and innovative place to work.

We look forward to receiving your application and meeting you soon.

**Harkireet Sohel**

**Principal, NUAST**



## **Letter from the CEO**

Dear Candidate,

NUAST provides a unique set of professional opportunities and challenges that would excite any ambitious teacher who holds a passion for their subject.

Its unique offer of providing a highly focused academic STEM curriculum with a strong interface with leading industry partners, both local and national, provides an opportunity for students to apply their academic knowledge and skills to the world of work.

Allied to this is a first class staff training programme, delivered through the Torch Academy Gateway Trust's teaching school. As part of the Torch Trust, NUAST staff also have access to opportunities for career promotion and professional development through our wider trust group.

We welcome all teachers who have a positive and energetic outlook on the modern world of education.

**John Tomasevic**

CEO of the Torch Academy Gateway Trust



## Application Details

Thank you for your interest in the Second in Maths vacancy at NUAST. Further details of this post and the school are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Sohel, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to [G.Stafford@NUAST.org](mailto:G.Stafford@NUAST.org) or by post, for the attention of Mr. Sohel, to the following address:

NUAST  
93 Abbey Street  
Nottingham  
NG7 2PL

## Application forms

These can be downloaded from the school website [www.nuast.org.uk](http://www.nuast.org.uk). Wherever possible, please provide email addresses for your referees.

## Closing Date

Please ensure your application arrives by 9 a.m. on the closing date of Monday 02 February 2015.

## Interview:

Interviews for the role will be held after Wednesday 4<sup>th</sup> February 2015. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

NUAST is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## **Job Description – Second in Department**

Reports to: Head of Department, Senior Leadership Team and Principal

### **Key purpose of the job**

To provide assistance in the leadership and management of the department.

In addition to the requirements of a class teacher, areas of responsibility and key tasks include supporting the Head of Department in the following areas:

### **Strategic direction and development of the department**

- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning
- To have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives
- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils
- Develop plans for the subject which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school development plan
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
- Chair meetings of subject staff (including provision of agenda and minutes) and provide other briefings as necessary.

### **Teaching and learning**

- Use your own class as an example of high quality teaching and learning in the subject;
- Ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan;
- Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;
- Evaluate the teaching and learning of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- Develop effective links with the local community including parents, business and industry;
- Ensure that teachers are aware of the implications of equality of opportunity which the subject raises;

- Assist in the efficient organisation of internal assessments ensuring that assessments are started, changed and finished in accordance with the schools assessment policy;
- Ensure that entries for all external examinations are submitted to the examinations officer by specified deadlines.

### **Leading and managing staff**

- Enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities;
- Ensure that the Head of School, S.L.T. and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development plan.

### **Effective deployment of resources**

- Support the Head of School by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;
- To be aware of and respond appropriately to any Health and Safety issues raised by materials, practice or accommodation related to the subject;
- Support the Head of School by maintaining efficient and effective management of the expenditure for the subject;
- Help colleagues to create a stimulating learning environment for the teaching and learning of the subject;
- Take on any additional responsibilities, which might from time to time be determined.

### **Requirements of a classroom teacher**

- Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons
- Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement
- To assess, record and report on the progress and attainment of all pupils within allocated classes
- To register the attendance of pupils in class
- To set appropriate homework
- To mark pupil's work and give appropriate and constructive feedback
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials

- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD)
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

### **Responsibilities of a form tutor**

- To address any issues concerned with the wellbeing, personal development and academic progress of pupils within the tutor group
- To check uniform and general appearance on a daily basis
- To monitor the behaviour of pupils in the tutor group.

### **Performance Management responsibilities**

- All members of staff are required to participate fully in the school's performance management system.

### **Other professional requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

## Person Specification: Head of Department

Factors	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (PGCE or equivalent qualification)</li> <li>• Good Honours degree (First or Second Class)</li> </ul>	<ul style="list-style-type: none"> <li>• Higher professional qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of teaching in the subject across the full age range of a secondary school</li> <li>• Experience of teaching a wide range of abilities</li> <li>• Proven record as a teacher whose pupils reach high standards of learning and achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Current/recent responsibility post within a department</li> <li>• Experience of pastoral/tutor role</li> </ul>
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and staff and the capacity to create good learning environments.</li> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils.</li> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> <li>• Capacity to use ICT as integral part of teaching.</li> <li>• Knowledge and understanding of the value added agenda, including levels of progress.</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team.</li> <li>• Ability to prioritise, plan and organise.</li> <li>• Secure commitment to a clear aim and direction for the subject</li> <li>• Understanding of safeguarding and promoting of welfare of children issues.</li> <li>• Understanding of equal opportunities issues and their application to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of particular needs of pupils with SEN</li> <li>• Awareness of factors affecting language and learning across the curriculum</li> <li>• Knowledge/involvement in other cross curricular initiatives/projects or whole school developments</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the subject</li> <li>• Ability to use own initiative</li> <li>• A commitment to the vision of the school</li> <li>• A commitment to inclusive education.</li> <li>• Ability to form good working relationships with pupils and staff</li> <li>• High standards and expectations</li> <li>• Ability to use pupil assessment data to raise standards</li> <li>• Outstanding communication skills</li> <li>• Reliability and integrity</li> <li>• A commitment to safeguarding and promoting the welfare of young people</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to extra-curricular activities</li> <li>• A vision for the development of the department.</li> <li>• A commitment to personal and professional development.</li> </ul>



## Overview of the School

NUAST is a 14-19 Academy specialising in Science, Engineering and IT. The academy opened to Year 10 and Year 12 students in September 2014 and moved into its state of the art new facility in November 2014. By September 2015 NUAST will have up to 300 students in Years 10, 11, 12 and 13.

Located within walking distance of the University of Nottingham's Park Campus, the NUAST building has been designed to provide students and staff with the very best facilities and equipment, preparing students for degrees and modern apprenticeships in our specialist subjects.

NUAST is co-sponsored by the University of Nottingham and Sir Harry Djanogly. This partnership is supported by leading industry partners including Rolls Royce, Siemens and Experian. The Torch Academy Gateway Trust is the education partner, overseeing the day-to-day running of the school.

NUAST is an academy where innovation, creativity and imagination are essential ingredients to our student's success. NUAST is looking for teachers who can look beyond the classroom and see the wider connections between education, employment and lifelong learning.

NUAST staff work with both the University of Nottingham and industry to create a curriculum that is relevant, exciting and challenging. We are looking for teachers who can use these wider experiences and opportunities to bring out the very best in our students.