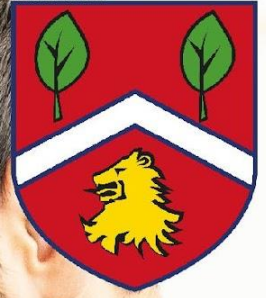




GREENSHAW
LEARNING TRUST



Orchard Park
High School

**Maths Teacher +
Second in Charge**
(Recruitment Pack)

**ALWAYS
LEARNING**

Welcome

Thank you for taking an interest in working at Orchard Park High School. We are thrilled to share with you this exciting opportunity to join us as **Second in Charge in Maths** and we are pleased to give you some information about our school community, which is warm, happy and high achieving. Our school community is outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject, and who want to work in a multicultural school which is innovative, forward thinking and research-informed in its approach to education.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information:

www.greenshawlearningtrust.co.uk

Our own website will also provide further information about our school:

www.orchardparkhigh.co.uk.

We pride ourselves on our positive ethos, which drives the personal development, academic achievement and holistic wellbeing of every individual in our care. We offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond. Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability. To us, kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a happy place for all, in which we learn and grow together.

Why join us?

Should you join us, you will work alongside committed and professional staff, and with leaders at all levels who care deeply about the personal wellbeing of both students and staff. Our Maths department is fantastic. Our students enjoy Maths and are very successful; our results in Maths have been the best across all Croydon schools for the past two years. We take pride in our professional development programme, which equips teachers with both a depth of subject knowledge and pedagogical guidance on research-informed approaches which support long-term learning. As a school, we take career progression seriously and support our staff to develop as middle leaders. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community. If you feel you have the passion, experience and commitment to high quality education then please read on,

We look forward to hearing from you.



Carly Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Head of Department
Contract:	Permanent
Salary:	MPS / UPS (Outer London) + TLR2A
Hours of Work:	Full Time
Start Date:	1 st September 2024

Place of Work: The successful post holder will be based at Orchard Park High School.

Medical Examination: Appointments are subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. Details of the Teachers' Pension Scheme are available at:
<https://www.teacherspensions.co.uk>

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Maths Teacher + Second In Charge

Job Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching :

- To undertake a designated programme of teaching across all key stages
- To teach consistently high quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3 and 4
- To be a role model for students, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students' attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required

- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
- To follow setting and co-ordinating assessment arrangements in history at all Key Stages, and in all areas as required by school policies, including standardising those assessments.

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress:

- To be a tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Policy so that effective learning can take place
- To meet with students over whom there are concerns and contact home where necessary in conjunction with year head or department head as appropriate

Communications, Marketing and Liaison:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school

- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

Personal Responsibilities:

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

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

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

Criteria	Essential	
Training, Qualifications and School Experience: in their applications, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> • Hold a recognised degree (or equivalent) with a good classification in a relevant subject teaching qualification (QTS) • Commitment to own self development • Relevant to the 2iC Role - Ability to support members of the Maths department with their training/professional development 	
Criteria	Essential	
Personal and Professional Qualities and Attributes: in their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Ability to teach your subject area up to Key Stage 4 • Desire to further raise overall achievement in your subject that seeks to promoting the highest standards of teaching and learning • A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all students and to secure the highest possible levels of achievement • Demonstrate a commitment to following the school's principles of teaching, learning and assessment • Good behaviour / classroom management • Commitment to working within the School's Safeguarding Policy and Procedures • Commitment to high standards and expectations • High levels of professional integrity • Relevant to the 2iC Role Forward thinking individual who has great ideas and is able to ensure these ideas have the desired impact 	
Criteria	Essential	Desirable
Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	<ul style="list-style-type: none"> • Excellent subject knowledge and a genuine passion for teaching your subject • Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum • Understanding of Exam Board specifications 	<ul style="list-style-type: none"> • Awareness of wider educational contemporary issues • Relevant to the 2iC Role Proven track record of GCSE exam results • Relevant to the 2iC Role Evidence of being a mentor to a trainee teacher

The Application Process

How to Apply

The completed online application form should be accompanied by a statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than **9:00 am on Friday 22 April 2024**. Applications received after the deadline will not be considered.

Please note: the school reserves the right to close the vacancy early in the event of a large number of applications.

Shortlisting

Shortlisting will be finalised **shortly after the closing date**. Shortlisted candidates will then be invited by email to attend an interview. Please make sure that you have clearly indicated an email address on which you can be reached. References will be taken up after shortlisting if consent has been provided.

Interviews

Interviews will be held **shortly after the closing date**. The interview process will consist of an interview task, a tour of the school and a formal interview.

Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

Additional Information

For further information, please contact Michele Stone, at mstone@orchardparkhigh.net

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.