

**ADMIRAL LORD NELSON SCHOOL**

**DUNDAS LANE**

**PORTSMOUTH**

**PO3 5XT**

**Tel: 023 9236 4536**

**Email: admin@alns.co.uk**

**Headteacher: Chris Doherty**

**Senior Leader: Mathematics**

**Salary: Leadership L10–L14**

**Contract: Permanent**

**Working hours: Full-time**

**Start date: September 2024**

**Closing date: Friday 26th April 2024**

**Interviews held:** **As soon as possible after closing date**

March 2024

Dear Prospective colleague,

Thank you for your interest in working here at Admiral Lord Nelson School. Please find details of the post together with information about our school!

Always oversubscribed, we have expanded our school so that more local families can experience the excellent education offered here at Admiral Lord Nelson School for over two decades! Therefore, we are seeking to appoint a passionate maths specialist to join a thriving, fully inclusive and ambitious school located in the northeast of Portsmouth. We are looking for a dynamic and driven Senior Leader: Mathematics to lead our Mathematics department. The successful candidate will quickly build relationships with students and staff. They will be able to break down barriers to learning and inspires colleagues so that students achieve their potential and feel successful.

Salterns Academy Trust is a learning community where every member of staff is motivated by the positive difference they will make to the personal development and the futures of our young people of Portsmouth.  It was formed when Admiral Lord Nelson School became a converter academy in April 2014 and sponsored Trafalgar School, which is now our thriving partner Secondary School in Portsmouth.

We have a national reputation for being a truly inclusive school with excellent standards and principled curriculum design, having a very high Ebacc entry. We have a deep-rooted and longstanding commitment to being a UNICEF Rights Respecting School and we have recently been reaccredited with UNICEF Gold Award status. We are equally passionate about promoting creativity across all aspects of our curriculum, for which we were the first school in England to hold a Triple Artsmark Platinum Award. This is a genuinely exciting school to be part of, morally driven by our core values of Inclusivity, Wellbeing and High Expectations; we really do value our staff and place the voice of our incredible students at the heart of all we do! In January 2024 the staff survey reported that 100% would recommend this school as a place to work.

The Maths team at ALNS has gone from strength to strength in the past 4 years with improving outcomes for our students. Progress of our students in Maths is good having been at national average for several years we have ambitions to be even better and are on a trajectory to be so this year. The team have embedded a curriculum that is challenging and engaging resulting in high performance from both staff and students. The curriculum is innovative and focused on developing students’ lifelong love of mathematics as well as achieving results the students deserve. Our standards are high and we pride ourselves on our ability to inspire and excite all our students to exceed their potential.

Collaborative planning enables us to manage teacher workload and ensure a balance between teacher autonomy and consistency. All of our schemes of work identify the core knowledge and suggested activities with accompanying resources, but teachers are encouraged to plan according to their students’ needs and in keeping with the principles of effective teaching and learning. At KS4, our students undertake the OCR Maths GCSEs and some students study statistics. We engage our students in ambitious and challenging study, which is supported by exciting extra-curricular opportunities and events that bring the study to life.

The Maths team is a wonderful group of practitioners, all of which are subject experts and they demonstrate an unwavering commitment to professional development. You will be a part of a department who embrace the latest developments in mathematics teaching and professional learning opportunities will support you to deliver the highest quality of education. Our collaborative approach to curriculum development ensures that we have a collective focus on continuous improvement.

We work as a team and support each other, including being proactive in embedding a positive learning culture on corridors and in classrooms. These strong professional relationships are enriched through regular catch-ups in the workroom, social events and celebrations.

Sharing good practice is commonplace amongst all curriculum areas in our school and our professional learning programme will give you the chance to really think about what makes for great teaching and learning. We pride ourselves on helping great teachers become the best they can be no matter where they are in their career.

If you are ambitious and looking to take the next step, we will invest in your development and offer rapid career progression for those who aspire to be become middle leaders or senior leaders of the future.

This role would suit a current Head of Department/Curriculum Leader or an aspiring leader with a proven track record in the classroom who is seeking to become a key member of the wider Senior Leadership team.

Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.** We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

\*Online searches will happen at shortlisting stage\*

If you are interested in joining our amazing team of staff, we’d love to hear from you! Informal visits from those who are interested in finding out more about the role are welcomed.  We look forward to discussing what unique skills you could bring to the role and how we could help support you in the next steps of your career. Please contact the Headteacher though his PA by email: [kmurphy@alns.co.uk](mailto:kmurphy@alns.co.uk)

Alternatively, candidates can apply for this post by returning a completed application form**, found on the school website** [www.alns.co.uk](http://www.alns.co.uk), together with a letter of application (maximum 2 sides of A4) by midday on Friday 26th April 2024. Candidates should send their completed application to [recruitment@alns.co.uk](mailto:recruitment@alns.co.uk)

Please include in your letter:

1. What attracts you to the post.
2. Previous experience and skills that will help you undertake this role.
3. What you consider to be the key features of an engaging and stimulating 11-16 curriculum.

Yours sincerely,

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Chris Doherty

Headteacher

***Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.***

***Working within a School is exempted from the Rehabilitation of Offenders Act 1974.***

***You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:***

* ***All unspent convictions and conditional cautions.***
* ***All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).***
* ***If you have been barred from working with Children and/or Adults at risk.***

***The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.***

***The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.***

***The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.***

***Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.***

[***Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)***](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

***The filtering rules were updated on 28 November 2020 as follows:***

* ***warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate***
* ***the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed***

**JOB ROLE:** **Senior Leader: Mathematics**

**PAY BAND:** **Leadership L10 - L14**

**REPORTS TO: Assistant Headteacher or Deputy Headteacher**

Admiral Lord Nelson School is a vibrant learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

To lead the development and implementation of Maths, so that students are empowered to develop into successful learners, confident individuals and respectful citizens.

To create, maintain and develop the ethos and conditions which enable teachers and relevant support staff to ensure effective learning for all students so that they all make good or better progress over time.

To provide outreach work across Salterns Trust and Portsmouth working collaboratively with other leaders.

To ensure that the curriculum over time results in good outcomes for all students in the subject within the curriculum area.

To be a tutor and play an active role in the House ethos.

To lead aspects of the delivery of the Personal Development Curriculum as required, and to ensure the promotion of students’ physical and emotional wellbeing throughout the school day.

To consistently model ALNS expected standards of Teaching and Learning or better, in all areas of their own practice.

**Senior Leader Accountabilities:**

1. To lead and contribute to staff meetings and INSET as required.
2. To represent the school in meeting with external providers, Governors and with relevant individuals and/or groups both within Salterns Academy Trust and beyond, as required.
3. To contribute to the compilation of the School Improvement Plan, School Self Evaluation, working with other Senior Leaders and Governors.
4. To participate fully in the delivery and planning of the Personal Development Curriculum, taking responsibility for the leadership of events (for example PD Days, residential educational visits, Holiday Revision Schools, School performance events) as needed as part of the collective responsibility as a Senior Leader.
5. To take responsibility for your wellbeing.
6. To ensure that the positive, inclusive and restorative ethos of the school is communicated to and celebrated by all stakeholders.
7. To be a member of the wider SLT attending meetings and undertaking SLT duties, delivering assemblies and undertake learning walks as required.
8. Day to day administration alongside other Senior leaders in dealing with students, staff and parent issues.
9. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

**Curriculum Area Accountabilities:**

**Leading and Managing Policy.**

1. Shapes and articulates a vision for the Curriculum area with clarity, inspiring others to generate commitment to common goals and values.
2. Review, develop and consult on all school aims, policies and objectives.
3. Carry out curriculum self-review, evaluation and development planning in line with school procedures and drive improvement in line with the school’s strategic objectives.
4. Monitor and maintain an effective policy towards student behaviour, attitude and progress and to liaise with the Heads of House when necessary.
5. Ensure that the Curriculum area has an effective policy with regard to Teaching and Learning and Assessment.
6. Represent or ensure representation of the Curriculum area on relevant committees or working parties within and beyond the school (for example, cluster primary schools, post-16 providers, Portsmouth secondary schools, Trust schools as applicable).

**Leading and Managing Achievement.**

1. Analyse the performance of students in detail on at least a termly basis and implement appropriate actions to tackle identified areas of underachievement within the Curriculum area.
2. Monitor and ensure the continued development and implementation of systems for target setting, tracking student progress and teacher/subject specific interventions to tackle identified underachievement.
3. Monitor the quality of assessment on a regular basis, ensuring compliance with School and Curriculum area policy and implementing appropriate actions to ensure the continued drive towards the highest standards of assessment as an entitlement for every student.
4. Continually evaluate the effectiveness of the Curriculum provision to ensure that it is meeting the needs of all groups of learners.
5. Work with Primary Partner Schools and post-16 providers to ensure students’ achievement is maximised at ALNS and beyond.

**Leading and Managing Teaching and Learning.**

1. To lead the co-ordination of the Maths curriculum including planning, development and implementation to ensure that all students are empowered to make the best possible progress.
2. To take responsibility for the whole school leadership of numeracy including leading how numeracy can be developed across the curriculum and numeracy interventions for the students who struggle with Maths, reporting progress termly to the Senior Leadership Team.
3. To monitor the quality of Teaching and Learning to ensure that teachers are planning and delivering lessons and curriculum experiences which meet the needs of all students.
4. Keep up-to-date with research and pedagogical developments in their subjects, discussing new material, methods and approaches with colleagues.
5. Co-operate with all concerned to promote the welfare of the students.
6. Ensure the provision of a range of extra-curricular and study support activities to promote student engagement and motivation and to foster their curiosity and enthusiasm for learning about the subject.
7. Ensure effective administration and record keeping within the curriculum area.
8. Build community relationships, working with other interested parties, based on a mutual and collective responsibility to create a high-quality learning environment for all.
9. Lead the work of TLR post-holders, coaching and mentoring them to raise the Standards of Teaching and Learning across the Curriculum area.
10. Work in conjunction with the Student Services Manager to ensure the efficient, cost-effective management of all internal and external subject examinations.
11. Ensure the effective deployment of Support Staff (Teaching Assistants/Tutors) to maximise the impact of their interventions with students within the Curriculum area.
12. Ensure that the Curriculum Offer promotes and supports the development of students’ creativity, numeracy, literacy and thinking skills and supports the Rights Respecting Schools agenda.
13. Ensure the delivery of a wide range of educationally enriching extra-curricular activities that will promote high levels of personal engagement in the subject by students, including regular Inter-House competitions.
14. Ensure the Curriculum Offer is published on the website and kept up to date.
15. Ensure the highest standards of behaviour for learning are attained in all lessons, through the consistent and fair application of the Behaviour Policy across the Curriculum area; to lead the Curriculum Area detention each week, employing strategies to maximise required attendance and minimise ongoing referral to House Detention.
16. Establish Subject Ambassadors for the curriculum area and use their feedback to further develop teaching and learning in the subject.
17. Maintain regular communication with parents as appropriate for individual or group matters.

**Leading and Managing People.**

1. Lead the team effectively through all changes, maintaining a balance between Strategic and Operational activities.
2. Leading and manage staff to achieve sustainable improvement by:
   * Implementing Appraisal for teachers within their team.
   * Creating the conditions for the team to hold themselves accountable to review their own individual practice through credible and challenging feedback, supportive performance management, meetings and peer collation and observation.
   * Monitoring the performance of Support Staff working within their curriculum area as applicable.
   * Encouraging and supporting teachers to improve their practice in line with School Improvement Plans.
   * Effective and regular line management of TLR post holders.
3. Be accountable for staff performance, implementing strategies to support and develop those staff you lead and maintain high standards.
4. Provide a programme of induction and support for newly early career teachers in liaison with the Senior Leader: Professional Learning.
5. Oversee the work of the TLR post-holders in relation to any trainee teachers within the Curriculum area.
6. Play a full role in the recruitment and retention of staff in the Curriculum area.
7. Play a full role in ensuring meetings with their Line Manager are productive, developmental and effective in raising standards.
8. Report on all aspects of the Curriculum area as required.
9. Ensure the setting and delivery of appropriate work for students when their usual teacher is absent, maintaining and intervening to ensure that effective learning still takes place.
10. Ensure that all staff working within the Curriculum area are informed of any specific Health and Safety matters pertinent to the subject and that appropriate risk assessments are carried out.

**Leading and Managing Resources.**

1. Ensure a stimulating working environment for effective learning across the whole Curriculum area, ensuring the regular update of classroom and corridor display.
2. Ensure and be accountable for the efficient management of the Curriculum area budget and resources.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*