

RECRUITMENT PACK

Teacher of Mathematics

JANUARY 2024



The Archbishop Lanfranc Academy
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**ARCHBISHOP
LANFRANC**

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Welcome



Thank you so much for your interest in The Archbishop Lanfranc Academy, and for considering becoming part of ‘Team TALA’. There’s been a school on this site for nearly 100 years, and, despite being a new academy with a new building, we’re proud of our history and our place in the community.

The Archbishop Lanfranc Academy is a modern, vibrant community and yet one with a long and historic tradition of educating students from the three London boroughs on whose crossroads we sit – Croydon, Merton and Sutton. The Academy is proud of its history, and through its various incarnations, has educated children from its local community since 1931.

We are an 11–16 mixed, comprehensive secondary of about 850 students, situated on the north Croydon/Mitcham border. We benefit from a lovely site with brand new buildings; some great sports facilities (including a fully equipped gym available for staff); plenty of on-site parking; good public transport links and well resourced, purpose built, classrooms and learning spaces, rebuilt in September 2017. The Academy also benefits from an on-site nursery open to both staff and the general public which has a grading of “Good” from Ofsted.

We are committed to high-quality, collaborative and relevant CPD for all members of staff to enable and support them to make the best possible progress in their role and in their future career development. As a growing school there are many opportunities for ‘in-house’ progression.

But more than that, we are a school with a vision for outstanding education and care for all of our students, and are made up of passionate, hardworking staff, and energetic determined students. We invest in our staff, whatever stage of their career, and support and challenge all colleagues to deliver the very best possible experience for our students.

For more information about the school, see:

- [Our student prospectus](#)
- [Performance tables](#)
- [Our Ofsted report](#)

Or, better still, contact us for a discussion or to arrange a visit to come and see us: office@lanfranc.org.uk

Many thanks,

Simon Trehearn
Principal

Our Values

TALA Mission Statement

The Archbishop Lanfranc Academy exists to serve and empower its diverse community by providing an inclusive, safe and nurturing environment that values and celebrates cultural differences. TALA Vision and Values are promoted to all students so they can achieve their goals in a rapidly changing world.

TALA Vision

Students at The Archbishop Lanfranc Academy are successful learners who strive for excellence academically, creatively and socially. By focusing on personal growth, they become aspirational, resilient, confident and principled adults.

TALA Values

TTEAMWORK – We all contribute to the betterment of the ‘teams’ we are in

AACCOUNTABILITY – We are responsible for our own development and behaviour

LLEADERSHIP – We have the power to exert influence and bring about change

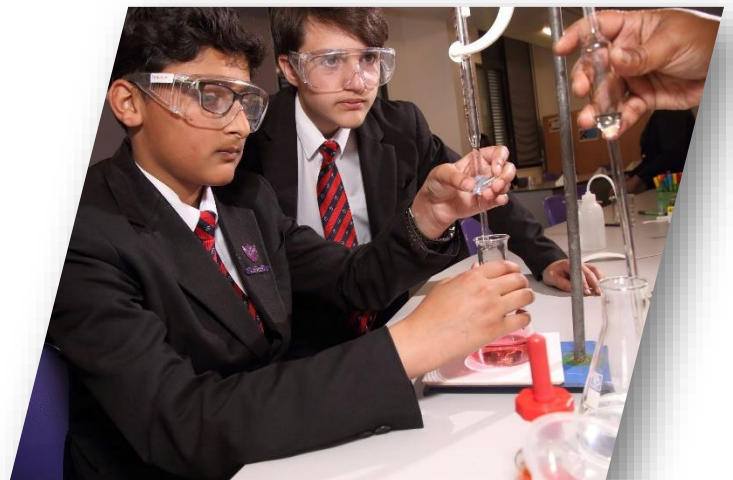
AASPIRATION – We place no limits on what we can achieve

Teacher of Mathematics

We are seeking to appoint a Teacher of Mathematics to join our committed Mathematics Department. The successful candidate will ideally have prior experience in a similar, or related, role.

Members of the Mathematics Department would have the opportunity to teach across the full range of ages and ability, delivering well-structured and engaging 50 minute lessons. The department is well resourced, with all colleagues having their own classrooms. Shared planning, with highly experienced colleagues, is available and encouraged.

Many teachers will also be involved in leading a Tutor Group; these are year group specific and each year group is led, and supported, by the Achievement Coordinator.



Job Description

Job Title:	Teacher of Mathematics
Accountable To:	Principal & Governing Body
Responsible To:	Team Leader
Salary Range:	M1 to UPS

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- 1) To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- 2) To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with Academy policy, to enable all students to achieve their full potential.
- 3) To maintain and build upon the Teachers' Standards as set out by the Secretary of State.
- 4) Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

GENERAL TEACHING DUTIES

Teaching and Learning

- 1) Manage student learning through effective teaching in accordance with the Curriculum Area's schemes of work and policies.
- 2) Ensure continuity, progression and cohesiveness in all teaching.

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- 3) Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
 - 4) Set homework regularly, (in accordance with the Academy homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
 - 5) Work with EAL/AEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
 - 6) Support individual learning, including students on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
 - 7) Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.
 - 8) Work effectively as a member of the curriculum area team to improve the quality of teaching and learning, by contributing to the Curriculum Area Improvement Plan and implementing and monitoring change.
 - 9) Implement new initiatives, Academy, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
 - 10) Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
 - 11) Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

- 1) Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- 2) Track student progress, monitoring achievement against targets set, and take appropriate action on student outcomes.
- 3) Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
- 4) Contribute towards the implementation of SEN Support Plans (SSPs) as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets.
- 5) Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to Parents.

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- 6) Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the Academy policy.

Subject Knowledge and Understanding

- 1) Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- 2) Keep up-to-date with research and developments in pedagogy in the curriculum area.
- 3) Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
- 4) Keep up-to-date with technological change and the use of technology to enhance delivery, and student access, to the subject.

Professional Standards and Development

- 1) Be a role model to students through personal presentation and professional conduct.
- 2) Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- 3) Be familiar with the Academy and curriculum area handbooks and curriculum area Portfolio contents and support all the Academy's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
- 4) Establish effective working relationships with professional colleagues and support staff.
- 5) Be involved in extra-curricular activities such as making a contribution to after- Academy clubs and visits.
- 6) Maintain a working knowledge and understanding of Teachers' professional duties as set out in the current Academy Teachers' Pay and Conditions document, and Teachers' legal liabilities and responsibilities relating to all current legislation, including 'Every Child Matters' to implement the Children Act 2004, and the role of the education service in protecting children.
- 7) Liaise effectively with Parent/Carers and with other agencies with responsibility for students' education and welfare.
- 8) Be aware of the role of the Governing Body of the Academy and support it in performing its duties.
- 9) Be familiar with and implement the relevant requirements of the current AEN Code of Practice, DDA and Access to Work.
- 10) Consider the needs of all students within lessons (and implement specialist advice), especially for those who:
 - have SEN.

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- are gifted and talented.
 - are not yet fluent in English.

Health and Safety

- 1) Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- 2) Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- 3) Have an understanding of visits' procedures and the relevant actions to take when planning out of Academy activities.

Continuing Professional Development

- 1) In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may lead to improvements in teaching and learning.
- 2) Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- 3) Implement and develop pedagogic procedures introduced through Academy, local or government initiatives.
- 4) Implement the use of new technologies that enhance teaching and learning.
- 5) Participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- 6) Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
- 7) Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Principal.
- 8) Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
- 9) Contribute to the professional development of colleagues, especially ECTs, ITTs and TFTs.
- 10) Contribute to curriculum area development by sharing professional learning, expertise and skills with others in the team, through curriculum area training activities such as coaching and mentoring.

N.B: Every Subject Teacher will be expected to have pastoral responsibilities - detailed separately.

ANNUAL RESPONSIBILITIES

- 1) As set annually as part of Performance Management

OTHER REQUIREMENTS

- 1) To promote and safeguard the welfare of children at the Academy.
- 2) To maintain confidentiality at all times.
- 3) To be aware of and adhere to all Academy policies and procedures.
- 4) To carry out any other duties as may be reasonably required by the Principal.
- 5) To work in support of the Academy Improvement Plan.
- 6) To take time to read notices, keep to deadlines and carry out duties to the best of your ability.



Person Specification

Qualifications

- A relevant university degree
- Qualified Teacher Status
- Evidence of further professional development where appropriate

Experience

- Experience working with young people of a range of abilities
- Evidence of making an effective contribution to a team
- Regular engagement with up-to-date pedagogy

Skills and Attributes

- Ability to deliver high quality teaching and learning over time to all students in the subject area
- Ability to be an effective Tutor
- Capacity to work alongside colleagues, contributing effectively to overarching aims and priorities
- Ability to quickly establish and maintain positive relationships with students, staff and parents
- Ability to demonstrate and promote good practice in line with the ethos of the Archbishop Lanfranc Academy
- Understanding of safeguarding issues and promoting the welfare of children and young people
- Well-developed communication skills, including high level of written and oral literacy and competent ICT use
- Suitability to work with children
- Potential for professional progression

The Archbishop Lanfranc Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Candidates should be aware that a check of social media accounts may take place during screening.

Appointment will be dependent upon further health, medical and attendance checks.

Department Description

The Archbishop Lanfranc Academy has a Mathematics Department consisting of 7 full time specialist members of staff. All staff are keen to share good practice and are supportive of one another. All full time teachers are expected to teach across the age and ability range.

KS3

Students follow a Key Stage 3 course which aims to provide students with the relevant skills needed at GCSE. Each student will follow a differentiated scheme of work tailored for their own needs. 'Setting' takes place from Year 7.

KS4

The GCSE course is followed by all groups. Students commence the acquisition of GCSE skills in Year 10 and are taught in ability sets. The progress of each student is monitored closely by the Department and there are regular progress tests and internal examinations.



How To Apply

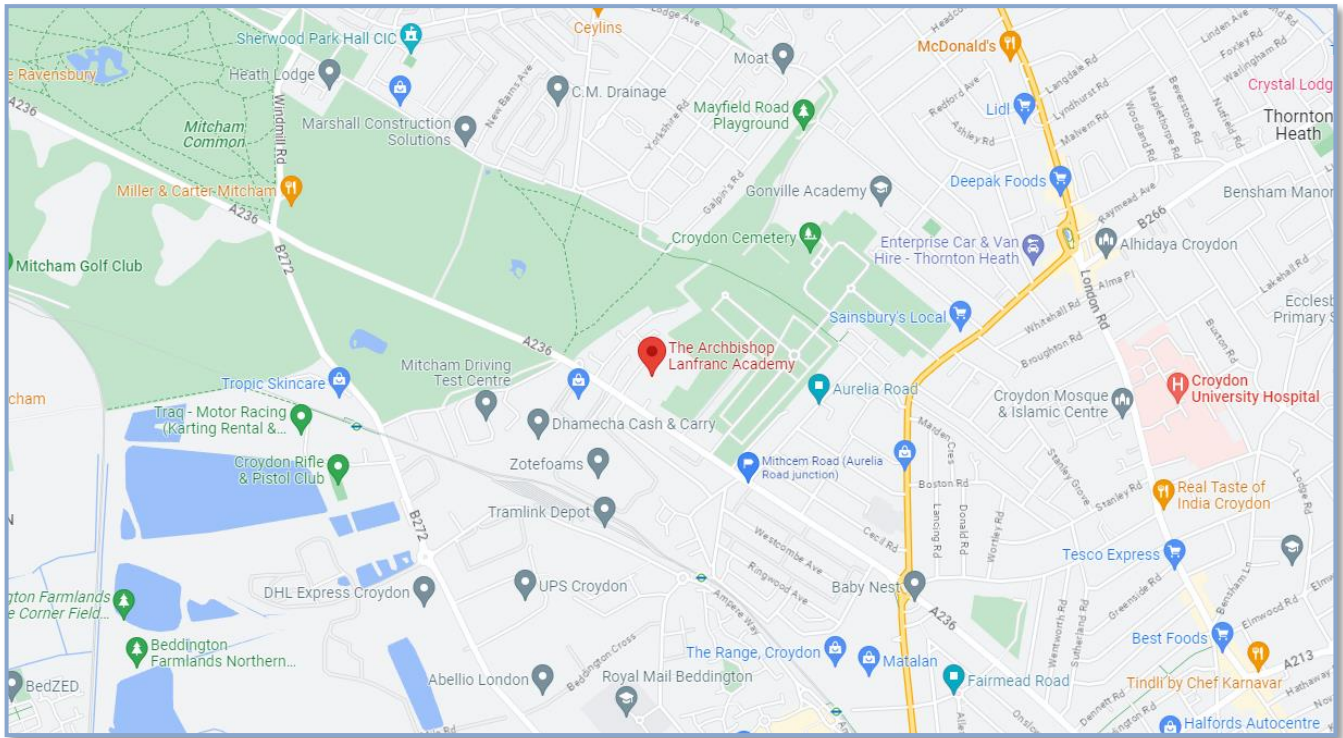
To apply for this position, please complete the Academy's application form available both on the [TES](#) and on the academy website, under the vacancies section, at www.lanfranc.org.uk.

Completed application forms can be returned by mail/ email to:

The Principal
The Archbishop Lanfranc Academy
Mitcham Road
Croydon
CR9 3AS

Email: recruitment@lanfranc.org.uk

How To Find Us



Bus Routes:

152, 255, 264, 455 and 463

Tramlink:

Therapia Lane and West Croydon

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