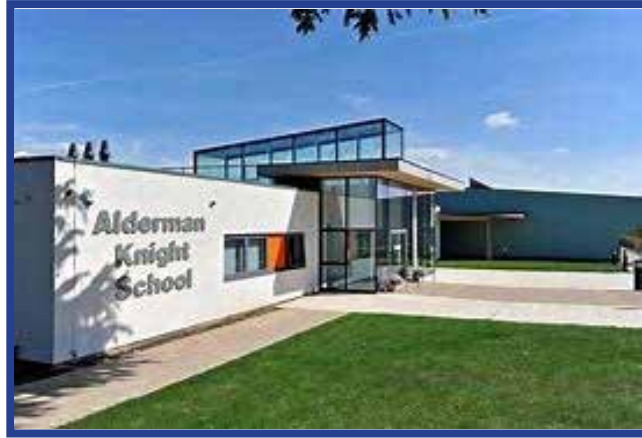


Candidate Information Pack

Subject Leader of Maths



Closing date - 9th March 2025

Start date - September 2025 / TBC

A Message from our Headteacher



About the school

Alderman Knight is a remarkable school with a very strong school community.

Working together we have achieved outstanding judgements in our last four Ofsted inspections, the last of these being in April 2024. Please [click](#) to read our latest inspection report.

Alderman Knight is a maintained special school for children and young people with a range of needs, aged 7 to 19. We currently have 242 pupils on roll and 106 staff.

During the last 13 years the school has undergone a complete new build for all phases and we are lucky enough to have a truly exceptional learning environment. Please review the school website as this provides a wealth of information about the school including the Post 16 provision.

Each of our pupils and students are supported to achieve their learning potential as well as develop their self-esteem and confidence. The environment we have created allows them to feel safe and happy to learn, and as a result they flourish. Alderman Knight School is a very special place to work.

Everyone at Alderman Knight works exceptionally hard as we are all committed to ensure that we provide a supportive learning community that enables all our young people to thrive.

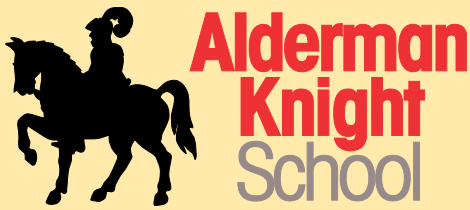
If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

Best wishes

Clare Steel

Clare Steel
Headteacher





Closing Date: 9th March 2025

Interview date: 19th March 2025

Subject Leader of Maths

Start date: 1st September 2025, or as soon as possible

Salary: MPS/ UPS + 1 SEN point + TLR 2C (£8,279)

Contract: Full time and permanent

The Governors are looking to appoint a Subject Leader of Maths, to lead this very important and successful department and join our supportive staff team.

The successful candidate will lead and manage the teaching of numeracy and mathematics across the school and work to ensure all pupils and students achieve exceptionally well in this subject. Please note: Pupils abilities vary, but at KS4 pupils study GCSE and Entry level; in KS5 GCSE and higher maths can be studied.

The Subject Leader will:

- Be confident and have the necessary knowledge, skills and experience to teach across KS3, KS4 and KS5. In the primary phase class teachers teach their pupils.
- Work with the second in maths department and Primary maths Lead Teacher.
- Provide focused leadership, management of mathematics and numeracy across the school from Primary to Post 16.
- Work with and advise the Senior Leadership Team and other teachers on the preparation, development and delivery of mathematics and numeracy within a broad, balanced and relevant curriculum including associated activities tailored to meet the wide-ranging needs of pupils across the school.
- Consistently deliver lessons that are of the highest quality and ensure all pupils and students are enabled to make excellent progress.
- Have experience of teaching pupils with a range of SEND and be passionate about helping them achieve their potential.
- Be highly motivated, energetic and have the desire to become involved in all aspects of school life.

Please note experience of teaching in a special school is not essential, although knowledge, understanding and some experience of working with pupils with similar needs to ours is clearly desirable. One of the most important things for us is that we have teachers who are passionate about working in a school such as Alderman Knight and consistently deliver lessons of a very high quality.

The job description gives an overview of the main purpose of the role and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that we require for the post. Please also browse our website.

In return for your commitment we can offer you:

- **Commitment to well-being:** The school places great emphasis on the well-being of its staff, recognising individual needs and providing the necessary support for them to succeed in a rewarding environment.
- **Beautiful environment:** The school boasts a newly built, fully accessible facility that is bright, welcoming, and conducive to a positive learning and working environment for both pupils and staff.
- **Supportive atmosphere:** Staff members are part of a close-knit community that values teamwork and collaboration. The school fosters an inclusive and nurturing atmosphere, encouraging both personal and

professional growth.

- **Professional Development:** Alderman Knight is committed to the ongoing development of its staff through continuous professional development (CPD), helping individuals build on their strengths and expand their skill sets.
- An interesting and varied range of activities – no two days are the same!
- Opportunities to be involved in the wider activities of the school and the local community.

Additional Perks:

- Membership in the Teachers' Pension Scheme.
- Health and wellbeing support including access to an Employee Assistance Programme.
- Convenient Location: Situated next to the M5 on the edge of the Cotswolds, the school is easily accessible and close to excellent shopping facilities and local amenities.
- On-site parking.
- Cycle-to-work scheme.

One of the great things about the school is that staff and governors are never content to just 'sit still' and together with the local community and the Local Authority we are continuing to look at ways we can further develop the school to ensure we always provide the very highest quality of support for all our young people and their families.

As part of the interview process short-listed candidates will have an opportunity to spend time in school. However, visits to the school are welcomed and encouraged prior to or post application. Please contact the hr@aldermanknight.gloucs.sch.uk if you would like to arrange a visit.

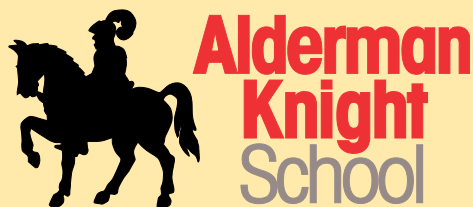
If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / Employer.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/ or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out social media checks on any person short listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found on the Vacancies page of our website for you to read.



Job Description

Post title:	Subject Leader of Maths
Responsible to:	Deputy Headteacher for Quality of Education
Salary:	MPS/ UPS + 1 SEN point + TLR 2C
Non-contact:	3 days/ year [to be negotiated with HT] Plus minimum PPA and LMT time

Please note:

- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and reflect the fact that staff will receive a Teaching and Learning Responsibility Payment [TLR2C] for this post.
- The post holder will have general class teacher, as well as subject leader responsibilities.
- The post holder will not be a form tutor.

Purpose of Job

To work as part of the school community to help ensure all children are provided with the very best learning opportunities and experiences and as a result make the best possible progress. This will be achieved through focused leadership, management and teaching of **Mathematics and numeracy**.

The post holder will therefore be required:

- To teach children with a wide range of special educational needs.
- Work with and advise the Senior Leadership Team and other teachers on the preparation, development and delivery of **Mathematics and numeracy** within a broad, balanced and relevant curriculum including associated activities tailored to meet the wide-ranging needs of pupils across the school.
- As a class teacher undertake related pastoral and administrative duties and be responsible for the welfare and discipline of the class and to liaise regularly with the Senior Leadership Team.

Receives reports from:

Other subject leaders as appropriate [e.g. for any relevant cross-curricular work that will support self-evaluation of standards and achievement in specific subject area.]

Responsibility for other staff:

The post holder will work closely with and provide support for all teachers who teach the specific subject area[s] for which they have whole school responsibility.

The post holder will have responsibility for working with and supporting all teachers and teaching assistants in raising the standards of numeracy across the school

The post holder will have responsibility for deploying appropriately and directing the work of teaching assistants and any other personnel working within the class

Part 1. Main duties and responsibilities as a Subject Leader

- Lead the development, implementation, regular review and update of the subject policy and aims and objectives in line with whole school policy.
- Establish an agreed scheme of work throughout the school that ensures coverage of the statutory requirements of the National Curriculum, reviewing this annually and updating as necessary in the light of the changing needs of the pupils in the school.
- Establish and implement a system for effective record keeping and assessment that is in line with the school policies for assessment, recording and reporting and that meets all statutory requirements
- Develop and maintain cross-curricular links

Lead, develop and enhance the teaching practice of other staff through:

- Dissemination of good practice in teaching of this subject.
- Monitoring and moderating teachers' planning as directed by the Senior Leadership team.
- Monitoring, evaluating and reviewing the impact on teaching and learning of improved resources and increased staff competency.
- Work with the Senior Leadership team to review standards and achievement, identify strengths and areas for development and set targets as appropriate.
- Produce a subject report and subject development plan to support the school's annual review of standards and achievement and target setting meeting each autumn. [The subject plan will include targets for future improvement linked to the school's self- evaluation and school development plan].
- Attend Governors' meetings when invited to provide information on standards and achievements and developments in this subject across the school.
- Plan Inset for staff as required in this subject.
- Share good practice/ expertise with other schools and agencies and seek support from external agencies and schools as appropriate to improve curricular offer and outcomes.

Part 2 Main duties and responsibilities as a class teacher

Teaching and Learning

- To undertake a teaching timetable as required by the Senior Leadership Team.
- To support curriculum developments across the school and participate in the development of schemes of work, materials and resources as required to meet the needs of the children across the school and within individual teaching groups.
- To plan and prepare lessons effectively to ensure they meet the needs of the children within the group.
- To deliver lessons in an enthusiastic and imaginative way so as to engage and motivate all pupils.
- To teach according to pupils' individual educational needs including the setting and marking of work so facilitating positive pupil development.
- To organise the classroom and learning resources to create a positive learning environment.
- To assess record and report on the development, progress and attainment of children within the teaching group.
- To ensure whole school monitoring and evaluation procedures are supported and the progress of pupils within the teaching group is effectively tracked and appropriate action taken if necessary.

General

- To promote the general progress and well-being of individual children and of any class or group of children with which they are working.
- To maintain and promote high standards of conduct and behaviour at all times across the school and in line with school policy.
- To monitor attendance and take action as appropriate.

- To provide or contribute to oral and written assessments, reports and references relating to individual children or groups of children as required including profiles, individual education plans and annual reviews.
- To liaise and communicate effectively with all staff within the school, parents/ carers, governors and external agencies as required. This will involve written and verbal communication and meetings in respect of the duties and responsibilities of the post and will ensure effective sharing of information that will support the teaching and learning of all pupils in the school.
- To play a part in school assemblies, school events and activities.
- To carry out supervision of pupils as detailed by the Senior Leadership Team.
- To be involved in contributing to whole school monitoring and evaluation of provision.

Staff development/ training/ reviews/ meetings

- To lead team meetings and attend staff meetings and briefings as required.
- To participate in whole school and key stage events.
- To be involved in the school's on-going self-evaluation of its effectiveness and monitor and evaluate methods of teaching and programmes of work accordingly.
- To participate if required in any scheme of staff development and performance review.
- To participate, as appropriate in further training and professional development.
- To work with staff across the school on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral programmes.
- To be familiar with the requirements of the staff guidance and school policies.

It is intended that these job details give an overview of the duties and responsibilities of the post holder although clearly they do not as they stand, define all tasks within the role. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

In allocating time to the performance of duties and responsibilities, the post holder must use directed time appropriately, and have regard for the Teacher's Conditions of Employment document. In addition the job details are not necessarily a comprehensive definition of the post and the teacher maybe required to undertake such other tasks appropriate to the level of the appointment as required by the Head teacher. The job details, following discussion and agreement with the post holder, may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

February 2025



Person Specification

	Qualities
Experience, Qualifications and training	<p>Essential</p> <ul style="list-style-type: none"> • Qualified Teacher Status and at least 2 years teaching experience. • Evidence that quality of own teaching and learning opportunities leads to outstanding outcomes for young people. • Experience of teaching children with a range of special needs and evidence of a range of teaching skills to meet their individual needs. • Experience of teaching maths at the levels children at AKS are achieving • Experience of leading and managing staff. • Experience of using remote education platforms e.g. Microsoft Teams. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of leading and managing maths within a school setting. • Additional relevant and recent training / qualifications to support the teaching of children with a range of special needs [particularly children with ASD]. • Relevant experience, qualification and / or training that would enable the candidate to teach / lead more than one subject across the school.
Knowledge, skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Aware of current national initiatives impacting on role within school and able to incorporate new methodology into practice. • A good knowledge of relevant polices/ codes of practice and awareness of relevant legislation. • Clear understanding of self-evaluation and subject improvement planning and links with whole school improvement. • Competent in assessing, recording and reporting. • Good knowledge and understanding of data analysis and competent in using data in identifying areas for actions including using data to set targets for improvement. • Work constructively as part of a team, listen effectively and sensitive to the views of others. • Ability to lead a team of staff and plan and deliver effective training, INSET and meetings. • Able to effectively manage, deploy and direct the work of teaching and support staff as appropriate to promote learning. • Use ICT and other technological equipment effectively to support and promote children's independence, communication and learning.
Decision making skills	<p>Essential</p> <ul style="list-style-type: none"> • Able to investigate, resolve problems and make decisions. This will include an ability to collect and weigh evidence, make judgments and take decisions in line with good educational practice. • Able to think creatively and imaginatively to identify opportunities.

	Qualities
Communication Skills	<p>Essential</p> <ul style="list-style-type: none"> • Able to communicate clearly and take into account the views of others. • Able to communicate effectively both verbally and in writing with a range of audiences, especially parents. • Able to negotiate and consult effectively. • Able to articulate personal values in relation to education and sustain a point of view against differences of opinion.
Self-management skills	<p>Essential</p> <ul style="list-style-type: none"> • Able to prioritise, plan time and organise work effectively and ensure deadlines are met. • Can work on own initiative and identify areas for action and take the lead. • Comfortable working under pressure towards deadlines. • Self-motivating and able to set personal goals and actively seek learning opportunities to gain new skills and knowledge that will improve the learning outcomes of children.
School Ethos	<p>Essential</p> <ul style="list-style-type: none"> • Able to support the school's vision for an exceptionally high quality education that promotes spiritual, moral and cultural development as well as helping all pupils achieve the best possible academic outcomes. • Attitude and interactions with pupils, parents and all visitors promotes the positive and welcoming atmosphere that the school is renowned for. • Actively seeks out opportunities to support the school and work with all stakeholders so that Alderman Knight is a community focused and inclusive setting. • Demonstrate a desire and ability to develop and promote an ethos across all roles in school that promotes good relationships and high achievement whilst maintaining high standards of behaviour.
Personal attributes	<p>Essential</p> <ul style="list-style-type: none"> • Take a real pride in work and ensuring the department is the best it can be! • Adaptable to changing circumstances and ideas. • Demonstrates energy, enthusiasm, determination and commitment to the job and the school. • Reliable and positive. • Able to lead people confidently and for them to be happy to follow. • Hard working – prepared to go the extra mile to make sure the job is done to the very highest standard. • Honest and confident to challenge colleagues as appropriate as well as support. • Highly motivated, energetic and committed with a real desire to teach children and young people with a range of additional and often challenging needs. • Consistently expects and achieves high expectations in terms of learning and behaviour of all children. • Competent and confident in own ability to carry out all duties as given within job details. • A good sense of humour with an ability to be flexible and respond willingly and appropriately to new situations. • Every day is a new day.



Mission Statement:

“Learning and Achieving Together”

Vision Statement:

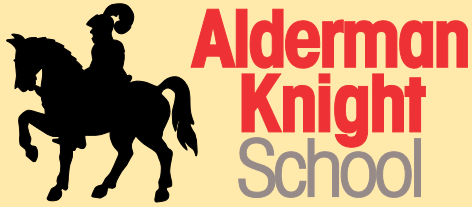
The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

The Aim of the school:

‘To provide a supportive learning community that enables all children to thrive’

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.



Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre and Knight View are new, attractive and spacious buildings. The learning and working environments are second to none.



Contact Details

Alderman Knight School
Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ

Main Reception - **01684 295639**

Email - hr@aldermanknight.gloucs.sch.uk

Website - www.aldermanknight.gloucs.sch.uk

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/maths-subject-leader-1467023>

To contact Alderman Knight School to arrange a visit or for further information please email:

hr@aldermanknight.gloucs.sch.uk