



Job Application Pack

Teacher of Mathematics

MPS and UPS pay scales

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Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of **Teacher of Mathematics** at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 14-19 years old. Our aim is to ensure that young people who are passionate about Science, Computing or Engineering have opportunities to realise their maximum potential with us. We currently have 240 students and we will grow to our capacity of 750 students during the next few years.

NUAST has recently undertaken consultation to change to an 11-18 year old entry profile following requests from parents and the local authority. This means that it is an exciting time to join NUAST. As the Academy expands and develops, there will be opportunities for teaching staff to develop their professional practice and access middle management and senior leadership roles.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available at NUAST. NUAST achieved excellent results in 2015/16 and have firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in the career of any teacher. Along with the responsibilities associated with the position the successful candidate will be responsible for helping to form the culture, ethos and working practices of the academy at every level.

Securing outstanding teaching and learning is critical to our success and every member of staff will be required to contribute to the development of teaching materials and wider curriculum planning.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert White', with a stylized flourish at the end.

Robert White

Application Process

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

Please complete and return the application form along with a CV and covering letter, clearly demonstrating your suitability for this role, via one of the following methods:

Email to jobs@nuast.org

By post, for the attention of the Principal to the address below:

Nottingham University Academy of Science and Technology
93 Abbey Street
Lenton
Nottingham
NG7 2PL
Tel: 0115 859 2040

Wherever possible, please provide email addresses for your referees.

Closing date: please ensure your application arrives by 9am on the closing date of Monday 13th March 2017.

Interviews for the role will take place on Thursday 23rd March 2017.

Application Process

Interested applicants will need to provide the following:

- Letter of application (maximum 3 sides A4) relevant to the attached job description and person specification. The letter should address the vision and strategy the applicant would employ to ensure the declared goals are secured.
- Current CV
- Completed application form with contact details of **two** referees.

Application Form

These can be downloaded from our website.

About NUAST

The Academy

NUAST is a 14-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with The University of Nottingham and industry partners at KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

Curriculum

Our curriculum balances specialist teaching in STEM teaching with the other core subjects you will need to get a place at a university or secure a good job or apprenticeship.

At KS4, science is taught as discreet subjects and Engineering and IT is delivered through industry approved and recognised Cambridge National qualifications, our specialist curriculum is designed to give students the very best start in their careers.

NUAST offers Post 16 students a complex and diverse range of curriculum options based around Science, Engineering and IT/Computing. From a full suite of A Levels, through a mix of qualifications, to dedicated BTEC Level 3 Extended Diplomas, NUAST can offer our students a pathway modelled to their needs.

The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy works until 3.00pm with additional after-school study provision available until 4.30pm.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

Industry Partners

From the very start, NUASt has had the support and guidance of some of the biggest industry names in engineering and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUASt, they will have the opportunity to work with these companies alongside NUASt teaching staff. Students will leave NUASt fully equipped to enter the world of work or higher education with an enviable set of experiences and contacts.

NUASt has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Education Partners

In addition, NUASt is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff.

The University will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, the education provision is delivered by the Torch Academy Gateway Trust.

As education partners, the Trust will deliver exceptional educational support that has helped Toot Hill School be rated as 'Outstanding' by Ofsted and moved Meden School from 'Special Measures' to 'Good' in only three years.

Facilities

Housed in a purpose-built, iconic building, NUASt offers the most advanced GCSE and Post 16 facility for the teaching of science, engineering and computer science in the local area.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUASt is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: www.nuast.org.uk



NUAST Job Description
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JOB TITLE	Teacher of Mathematics
HOURS OF WORK:	Full time
SALARY SCALE:	MPS and UPS pay scales
CONTRACT TYPE:	Permanent

Department Overview

The mathematics department occupies extremely well equipped facilities within our purpose built building. Significant investment was made in maths with facilities that cover. There are currently two full time and two part-time members of staff in the department.

Mathematics is delivered at both KS4 and KS5.

Job Purpose:

As a Teacher of Mathematics you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery, is fully committed to raising attainment across all key stages and always achieve the highest standards within Engineering.

Duties and Responsibilities:

The Teacher of Mathematics, working with other members of the NUAST teaching team, will be responsible for the delivery of the following key priorities:

- To provide outstanding teaching to create a vibrant and distinctive culture for learning for young people interested in physics
- To ensure all our students are able to thrive and engage in both academic and vocational learning to achieve above and beyond their highest potential whilst developing personal and employability skills.
- To plan and execute a diverse programme that meets individual learner needs within mathematics.
- You will demonstrate good or outstanding performance against the national teaching standards.

You will inspire our students, stakeholders and employer partners by:

- Work with employer partners and sponsors effectively to enhance the students learning through the development and delivery of employer led projects
- Understanding national standards within the subject area and ensure that these are followed
- Use effective target setting systems for all students within mathematics to ensure the highest possible levels of achievement
- Identifying effective intervention and mentoring strategies for students within mathematics
- Ensuring that all the work you do for the NUASt follows our vision and values
- Being an outstanding practitioner who inspires students to pursue the their career goals
- Contributing to the NUASt Enrichment programme
- Undertaking such other duties as are commensurate with the post and which may reasonably be required by the Principal.

You will enhance young people's futures by:

- Teaching students according to their educational needs, including the appropriate setting and marking of work to be carried out by the students
- Assessing, recording and reporting on the attendance, progress, development and attainment of students whilst keeping electronic records as required
- Contributing to reports and references relating to individual students
- Ensuring that ICT, Literacy and Numeracy are part of the teaching and learning experience of students
- Ensuring a high quality learning experience for students, which meet internal and external quality standards
- Preparing and regularly updating subject materials
- Using a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus
- Maintaining discipline in accordance with the NUASt procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent learning
- Undertaking assessment of students as requested by external examination bodies, departmental and NUASt procedures
- Marking and grading students work which enables you to give written/verbal and diagnostic feedback
- Supporting and motivating students to allow them to grow and enhance their own skills in both achieving qualifications and work readiness
- Ensuring the maximum opportunity for young people to prepare for pathways into further learning, training or employment

- Supporting partnership events with key stakeholders including students, parents, employers, schools, further and higher education establishments
- Engaging with employers to develop learner employability skills, ensuring work related learning experiences are at the core of the curriculum
- Ensuring all students understand the expected standards of behaviour and be prepared to intervene where these are standards are not followed
- Ensuring a safe, secure and healthy environment for students.

You will protect our students by:

- Responding effectively and immediately to safeguarding/child protection concerns raised by staff, pupils or brought to the NUASts attention through other means
- Ensuring that safeguarding policies are followed and communicated effectively.

Generic Requirements:

- 1.** It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties
- 2.** All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct
- 3.** All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Principal.

Person Specification

	REQUIREMENT	Essential	Desirable
Qualifications & Experience	Education/ Training Honours degree or equivalent in relevant subject	X	
	Qualified Teacher Status	X	
	Industry Experience within mathematics or related discipline		X
	Relevant Experience Proven record of success as an outstanding Teacher		X
	Previous teaching experience within 14-16 years education and/or 16+ education	X	
Skills & Abilities	Knowledge of Cambridge National and/or BTEC engineering specifications		X
	An understanding and demonstration of barriers to learning and how those may be overcome	X	
	Experience of managing student performance and intervention strategies to raise performance	X	
	Experience of safeguarding and additional educational needs	X	
	Experience of working alongside employer partners to achieve learning objectives		X
	Experience of working with Gifted and Talented students		X
	Ability to communicate effectively with a range of internal and external stakeholders	X	
	Excellent literacy, numeracy and IT skills	X	
	Ability to work under pressure and to meet tight deadlines	X	
	Ability to operate in a confidential manner with discretion Enthusiasm, optimism and energy	X	
	Evidence of commitment to own continuing professional development	X	

Responsible to:	Principal
Date:	February 2017

Application Form

Section A: Personal Details

Post Applied For:			
Surname:			
Forename:			
Title:		If other please specify:	
Date of Birth:			
Address:			
Post Code:			
Telephone (Home):			
Telephone (Mobile):			
e-mail address:			
National Insurance Number:			
Please indicate whether or not you give permission for your application to be shared across the Torch Academy Gateway Trusts group of schools:			
I give permission for my application to be shared <input type="checkbox"/>		I DO NOT give permission for my application to be shared <input type="checkbox"/>	

Section B: Qualified Teacher Information

Date of gaining Qualified Teacher Status:	
If currently completing teacher training please enter expected qualification date:	
DFE Reference number:	

Section C: Previous Teaching Experience – Current Post

Current or most recent position

School Name:			
School Address:			
Post Code:			
Phone Number:			
Your Post Title:			
Date Appointed:			
No. Pupils on Role:		Age Range Taught:	
Grade/Scale:		Salary Point:	
Additional Responsibility Point:			
Notice required (if still employed):		Leaving Date (if unemployed):	
Reason for Leaving:			
Brief description of duties:			

Section E: Employment Outside Teaching

Please include ALL employment since leaving secondary education that has not been included in the teaching experience sections above. Please give an explanation of any periods when you were not in employment, education or training. A continuation sheet (found at the back of this form) may be used.

Employer Name	Position held/ brief description of main duties (or Reason for gap in employment)	Date From	Date To	Reason for Leaving

Section F: Other Relevant Experience

Please give details of any other relevant experience:

Section G: Education

Please provide details of your education and training with the most recent first. All applicants must provide their GCSE or equivalent English and Mathematics grades. A continuation sheet (found at the back of this form) may be used.

Degree

Degree Subject:			
Class of degree:			
Academic Institution:			
Date from:		Date to:	

Post Graduate Qualification

Post Grad. Qualification:			
Academic Institution:			
Date from:		Date to:	

All other qualifications – please include all GCSE and A levels subjects and grades plus any other qualifications you have obtained.

Name of Academic Institution	Subject(s) Studied/Studying	Level (e.g., Degree, A-Level etc...)	Grade Attained	Date from	Date to

Current Membership of Institutions/Professional Bodies

Please provide details of any Institution or Professional Body memberships you have.

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Section H: Teacher Training

Main Teaching Subject:	
Subsidiary Teaching Subject:	
Age Range:	
Date qualified:	

Please give details of recent (within the last 3 years) INSET and professional training relevant to the role.

Section I: Personal Statement

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

Section J: References

Please provide the details of two referees. One of these must be your present or most recent employer or, for students, your personal tutor or head teacher. The second should preferably be a previous employer and references will not be accepted from relatives or from people writing solely in the capacity of friends. **Please provide and e-mail address for all referees where possible.** References will be requested for all shortlisted candidates prior to interview.

Referee 1			
Referee Name:			
Title:		If other please specify	
Job Title:			
Contact Address:			
Post Code:			
Telephone:			
e-mail address:			
Please state in what capacity the referee knows you:			

Referee 2			
Referee Name:			
Title:		If other please specify	
Job Title:			
Contact Address:			
Post Code:			
Telephone:			
e-mail address:			
Please state in what capacity the referee knows you:			

Section K: Additional Information

Equality Act 2010

The Equality Act defines disability as, “a physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.” The Act requires an employer to make “Reasonable Adjustments” to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable reasonable adjustments to be made and will not be used as a basis for selection.

Disability Requirements

We positively encourage applications from disabled people who have the necessary skills and experience for the post. If you have a disability, please outline below any reasonable adjustments you require to attend an interview and/or to help you in this job.

Do you require reasonable adjustments for your interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the details:		

Disciplinary Proceedings

Have you ever been the subject of formal disciplinary proceedings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the details including dates and outcome:		

Right to work in UK

The successful applicant will be required to provide documentary evidence that they are entitled to live and work in the United Kingdom.

Section L: Safeguarding

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and applicants are therefore required to provide information about any convictions, cautions and bind-overs including those regarded as “spent”. Providing false information is an offence and in the event of employment, failure to disclose any convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to the application for this post.

Do you have or are you currently subject to any criminal charges?

Yes ☐

No ☐

If Yes details should be given in a sealed envelope marked “Private and Confidential – Rehabilitation of Offenders” and brought to interview and handed to the HR manager.

The successful candidate will be required to provide identification to support an enhanced disclosure and barring services and Children’s Barred List check prior to commencing employment.

Section M: Declaration

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form at interview.

I declare that, to the best of my knowledge and belief, the information given on **ALL** parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

Signed:		Date:	
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Please return your completed form by email, post or hand to arrive by the closing date to the contact name and address shown in the advertisement/information pack. If you have not received a reply within the next 2 weeks, you should assume that your application has been unsuccessful.

Data Protection

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside of the School without first seeking your permission.

Section N: Equal Opportunities Monitoring Form

This part of the application form will **NOT** be used to shortlist candidates for interview and will **NOT** be viewed by the Recruitment panel.

The School is committed to promoting equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment applies to all aspects of our recruitment and selection practices. Our aim is to make sure that you and other applicants for jobs at the School are not discriminated against. We also aim to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

The data collected on this form will be treated as strictly confidential and will be used for statistical purposes only. No information will be published or used in any way which allows any individual to be identified.

Gender	Male <input type="checkbox"/>		Female <input type="checkbox"/>		Other <input type="checkbox"/>	
Are you married or in a civil partnership	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Age	16 – 24 <input type="checkbox"/>	25 – 29 <input type="checkbox"/>	30 – 34 <input type="checkbox"/>	35 – 39 <input type="checkbox"/>	40 – 44 <input type="checkbox"/>	45 – 49 <input type="checkbox"/>
	50 – 54 <input type="checkbox"/>	55 – 59 <input type="checkbox"/>	60 – 64 <input type="checkbox"/>	65+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

How would you describe your ethnicity?

White

British ☐

White Other background ☐

Mixed/multiple ethnic groups

White and Black Caribbean ☐

White and Asian ☐

White and Black African ☐

Any other mixed background ☐

Asian/Asian British

Indian ☐

Pakistani ☐

Bangladeshi ☐

Chinese ☐

Any other Asian background ☐

Black/African/Caribbean/Black British

African ☐

Caribbean ☐

Any other Black/African/Caribbean background ☐

Other ethnic group

Arab ☐

Any other ethnic group ☐

Prefer not to say ☐

Do you consider yourself to have a disability?

Yes ☐

No ☐

Prefer not to say ☐

What is your sexual orientation?

Heterosexual/straight ☐

Gay woman/lesbian ☐

Gay man ☐

Bisexual ☐

Other ☐

Prefer not to say ☐

What is your religion or belief?

No Religion ☐

Buddhist ☐

Christian ☐

Sikh ☐

Hindu ☐

Jewish ☐

Muslim ☐

Any other religion ☐

Prefer not to say ☐

Section O: Marketing Questionnaire

In order to ensure that the School is employing the most cost effective advertising and marketing activities we would be grateful if you could provide the following information:

How did you find out about this vacancy?

TES Print Advert ☐

TES Online Advert ☐

School Website ☐

Torch Trust Website ☐

Local Print Press ☐

Local Press online advert ☐

County Council Website ☐

Word of Mouth ☐

Other ☐

If other please specify: [Click here to enter text.](#)

Are you more likely to look for jobs online or in print based publications?

Online ☐

Print ☐

How would you rate the following aspects of the advertising and recruitment process?

	Excellent (1)				Poor (5)	
	1	2	3	4	5	NA
Clarity of Web Advert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of Print Advert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job information pack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of relevant information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any further comments: [Click here to enter text.](#)

For Teaching positions only

Do you use any education job websites other than the TES?

Yes ☐

No ☐

If yes please specify? [Click here to enter text.](#)

Continuation Sheet

Please use this sheet to provide any additional information if the spaces provided on the application form are not adequate. Please clearly label which from which section(s) you are continuing.