



ASHLYNS SCHOOL



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Reception

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Inclusion Teacher with Maths
Information for Candidates



Welcome from the Headteacher

Ashlyns is a popular and oversubscribed school with in excess of 1500 students including a growing and successful Sixth Form.

The school was rated 'Good' by Ofsted in October 2023, with an 'Outstanding' Sixth Form.

It's our aim that work and study should be joyful; the staff and students at Ashlyns help to create the atmosphere for this to happen. There is a palpable sense of community, professionalism and a culture of high expectations, all of which are underpinned by ethical leadership.

We are a thriving school with a rich heritage. Originally established for the most vulnerable in society, our focus on helping all students to be the very best versions of themselves is central to all we do.

I hope the information here and on our website will give you an insight into our school – the high aspirations, excellent support and opportunities for our students and staff, the scope of the role and the kind of person we are looking for.

If you want to provide outstanding learning opportunities and exceptional pastoral care for students within a forward-thinking, hard-working school community, we would like to hear from you.

We welcome visits from prospective candidates prior to application. We look forward to hearing from you and welcoming you to our school.

James Shapland, Headteacher

Independence

Inclusivity

Integrity

Inclusivity

Integrity

Independence

— A —

— Our —

— We —

natural hub
here
everyone
welcome

love of
reading
feeds
curiosity
and

learn with
creativity
self-reliance



Character Education at Ashlyns School

We have a commitment to character education and we put our values of Integrity, Inclusivity and Independence at the heart of all we do.

Integrity: we act with respect, honesty, courage and justice

Inclusivity: we play our part in the social contract with kindness, service, empathy and gratitude

Independence: we strive to meet our potential with resilience, determination, self reflection and self discipline

All members of the Ashlyns' community are expected to demonstrate these values and play their part in fostering a positive and enriching environment for everyone. We look forward to welcoming staff members who will exemplify these values in their and serve as genuine role models for our students.



Working at Ashlyns School

Ashlyns School is located in the market town of Berkhamsted in south west Hertfordshire. The town is surrounded by Chiltern countryside and within easy reach of London and commutable from many nearby towns including Aylesbury, Hemel Hempstead, Luton, St Albans and Watford.

Our school is a well resourced, exciting environment. Our systems provide flexible working and a truly collaborative culture. As well as joining an experienced and close-knit team, there are other benefits that come with working at Ashlyns:

Health

- Free use of on-site gym with weekly staff fitness sessions
- Wellbeing (free access to mental health support, physiotherapy etc.)
- Free annual flu jab
- Dedicated and active Staff Wellbeing/Social Team (with leadership focus on teacher workload)

- Excellent staff facilities (ample on-site parking, large staff room, departmental offices)
- Staff Occasional Day (school usually schedules this annually)

Wealth

- London fringe allowance payscale
- Paid lunch duty available plus lunch allowance
- Herts Reward Scheme (savings at supermarkets, on leisure activities etc.)
- Cycle to work scheme

Family

- Children of Staff Admission Rule

Support

- A talented team of support staff who provide expert, whole school support (including Administrators, TAs, Premises Staff, Mentors and Technicians)



Personal and Professional

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:

- To support the school's aims, ethos and values
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, staff code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Maths at Ashlyns

In Mathematics at Ashlyns, our aim is for students to appreciate the power of maths and to promote curiosity, resilience and enjoyment to enable students to develop into confident mathematicians who are able to apply their knowledge and skills to a range of problems in the real world. We aim to achieve this by students:

- becoming fluent in mathematics through varied and frequent practice, so that they are able to recall and apply their knowledge rapidly to increasingly complex problems.
- being able to reason mathematically by investigation, conjecturing relationships and to be able to justify or prove using mathematical language.
- applying their knowledge to a variety of routine and non-routine problems with increasing sophistication



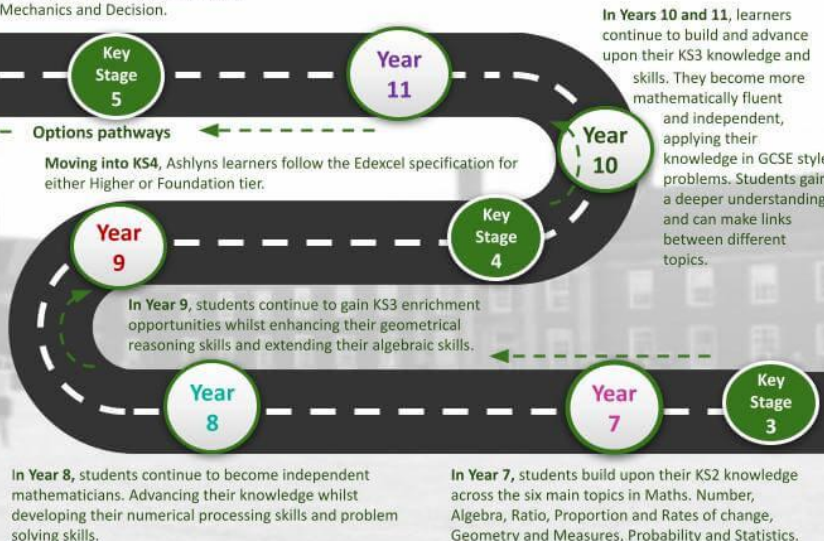
Learning in Maths at Ashlyns

At KS5, learners are able to study Maths and Further Maths. This includes Pure maths modules as well as the chance to study Statistics, Mechanics and Decision.

In Mathematics at Ashlyns our aim is for students to appreciate the power of maths and to promote curiosity, resilience and enjoyment to enable students to develop into confident mathematicians who are able to apply their knowledge and skills to a range of problems in the real world.

Core Knowledge and Skills:

- Mathematical fluency gained through varied and frequent practice. This enables learners to recall and apply their knowledge rapidly to increasingly complex problems.
- Mathematical reasoning learnt by investigation, conjecturing relationships and to be able to justify or prove using mathematical language.
- Apply knowledge to a variety of routine and non-routine problems.



Job Description

Inclusion Teacher with Maths

Purpose of Post:

- To assist the Inclusion Coordinator (SENCO) in leading and managing the provision for students who are vulnerable in their learning
- To deliver high quality interventions including literacy and numeracy
- To support the Inclusion Coordinator in leadership and management of the team

Particular Inclusion Responsibilities:

Leadership and management:

- Work alongside the Inclusion Coordinator and Assistant Coordinator to develop effective provision for students who are vulnerable in their learning
- Support the Inclusion Coordinator and Assistant Coordinator in the day to day management of the Inclusion Team working closely with Heads of Year
- Work with the Inclusion Coordinator and Assistant Coordinator to promote an inclusive curriculum and ethos within the school
- Deputise for the Assistant Coordinator, as required
- Support the school's Access arrangements
- Carry out lesson studies with staff and run staff drop-in sessions
- Manage the inclusion room, and monitor pupils progress during inclusion time
- Manage TA cover assisting with deployment
- Lead and support the access arrangements for KS3 students with SEND
- Complete pupil observations and give feedback to relevant parties on progress

Leading Provision for Cognition and Learning:

- Work with Heads of departments to develop intervention and support for SEND pupils
- Develop small group intervention across the key stages
- Liaise with parents of Inclusion students as required and provide information sessions for parents

Job Description

Inclusion Teacher with Maths

Student Progress:

- Monitor the records of all students on the Inclusion Register
- Lead 'Learning support strategies' reviews for students on the Inclusion Register
- Work alongside the Head of Years to support in school transitions of all vulnerable students
- Running targeted intervention for selected students across the key stages
- Support the monitoring of the effectiveness of intervention and support plans. "Pick up" children presenting with needs impacting their access to learning and support reengagement
- Support pupils to access learning in the inclusion room
- Liaise with outside agencies to implement support strategies for pupils

Job Description

Inclusion Teacher with Maths

Main (Core) Duties

Teaching and Learning

- Carry out teaching duties in accordance with the school's schemes of work and defined in the National Curriculum
- Plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy
- Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility)
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible
- Set targets for student attainment levels (using prior data provided)
- Set work for students absent from lessons in line with the school's behaviour and teaching policies
- Within the PM framework, work towards or maintain the teaching standards applicable (see documentation in PM material)

Assessment and Recording

- Record attainment and effort marks, homework set, student attendance and lesson plans
- Mark and return work (using the school's marking and assessment policy) on a regular basis and at least once every 2 teaching weeks. Marking should include feedback for improvement and progress for each student
- Provide assessment reports when periodically required with the school's assessment cycle and additional "round robin" reports when specifically requested
- Ensure that suitably adapted material and learning pathways are provided to challenge all students, regardless of their ability
- Liaise with parents on students' progress using the school diary system, letters, telephone and consultation evenings where reasonable and appropriate
- Work within the code of practice relating to special educational needs

Job Description

Inclusion Teacher with Maths

Professional Standards

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and consistently apply the school's prescribed sanctions and rewards procedures
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PA documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow
- As a consequence of the PA cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more detailed information)
- Attend team and staff meetings as appropriate, contributing actively whenever possible

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document. Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically. Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

Person Specification

Inclusion Teacher with Maths

	Essential	Desirable
Qualifications	QTS	<ul style="list-style-type: none"> ● Good Honours Degree ● Further professional qualifications
Knowledge and Skills	<ul style="list-style-type: none"> ● Knowledge of the National Curriculum ● Able to use a range of strategies to promote learning ● Able to manage and encourage good behaviour ● Able to develop positive and meaningful relationships with students ● Able to make appropriate use of ICT for learning ● Understanding of how to use data to inform planning and improve students' performance ● Understanding of a range of assessment for learning approaches, including grades where appropriate ● Able to communicate with students, parents and carers about students' progress ● A willingness and commitment to contribute fully to the extra-curricular programme 	<ul style="list-style-type: none"> ● Understanding of how to use data to inform planning and improve students' performance ● Able to develop best practice through wide range of imaginative approaches ● Able to create an excellent climate for learning within teaching area ● Able to engage with developments in teaching and learning strategies to raise achievement
Personal Qualities	<ul style="list-style-type: none"> ● Enthusiasm ● Team-working skills ● Reliability and Integrity ● Personal Organisation ● Flexibility ● Integrity 	<ul style="list-style-type: none"> ● Strategic Planning ● Motivational Skills ● Willingness to take on delegated responsibility ● Interest in new developments and challenges for the subject ● Innovative and creative approach to all aspects of the job role

Application and Next Steps

Please complete the online application form via the 'apply for this job' button on [Teach in Herts](#) (you will be required to set up a profile and also submit a covering letter).

We do not accept CVs. Prospective candidates are encouraged to submit their applications as early as possible as the school reserves the right to make an appointment before the closing date.

If you have any queries about the application process, or if you would like to arrange a visit to look around the school, please do not hesitate to contact Clare Richardson, HR Officer: hr@ashlyns.herts.sch.uk.

If you are shortlisted, your references will be taken up before the interview day. We will carry out an online search as part of our due diligence on shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974; shortlisted candidates will be asked to complete a Criminal Records Self-Declaration Form.

Ashlyns School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Records Disclosure from the Disclosure and Barring Service, along with other relevant employment checks, including overseas criminal background checks, where applicable. All new employees and volunteers will be required to undertake safeguarding training on induction which will be updated regularly in line with statutory guidance.

Please view our [Safer Recruitment Policy](#), [Child Protection Policy](#) and [Staff Code of Conduct](#).

As an equal opportunities employer, Ashlyns School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Ashlyns School.

We operate an anonymised shortlisting process.



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