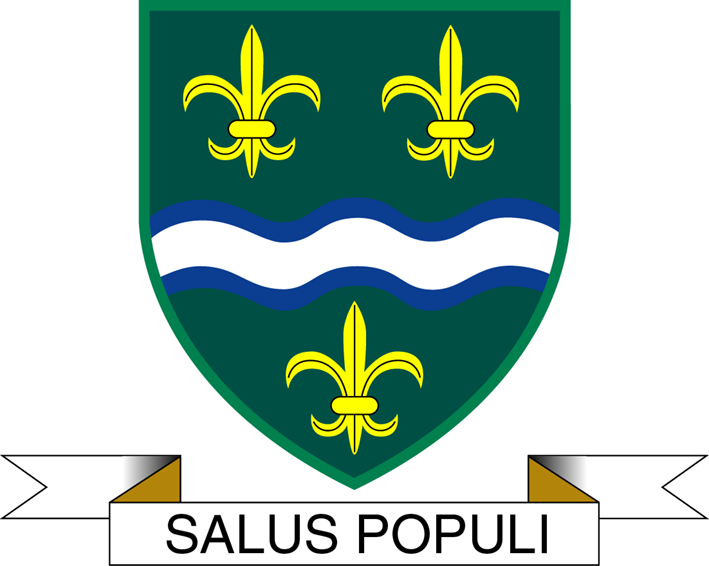
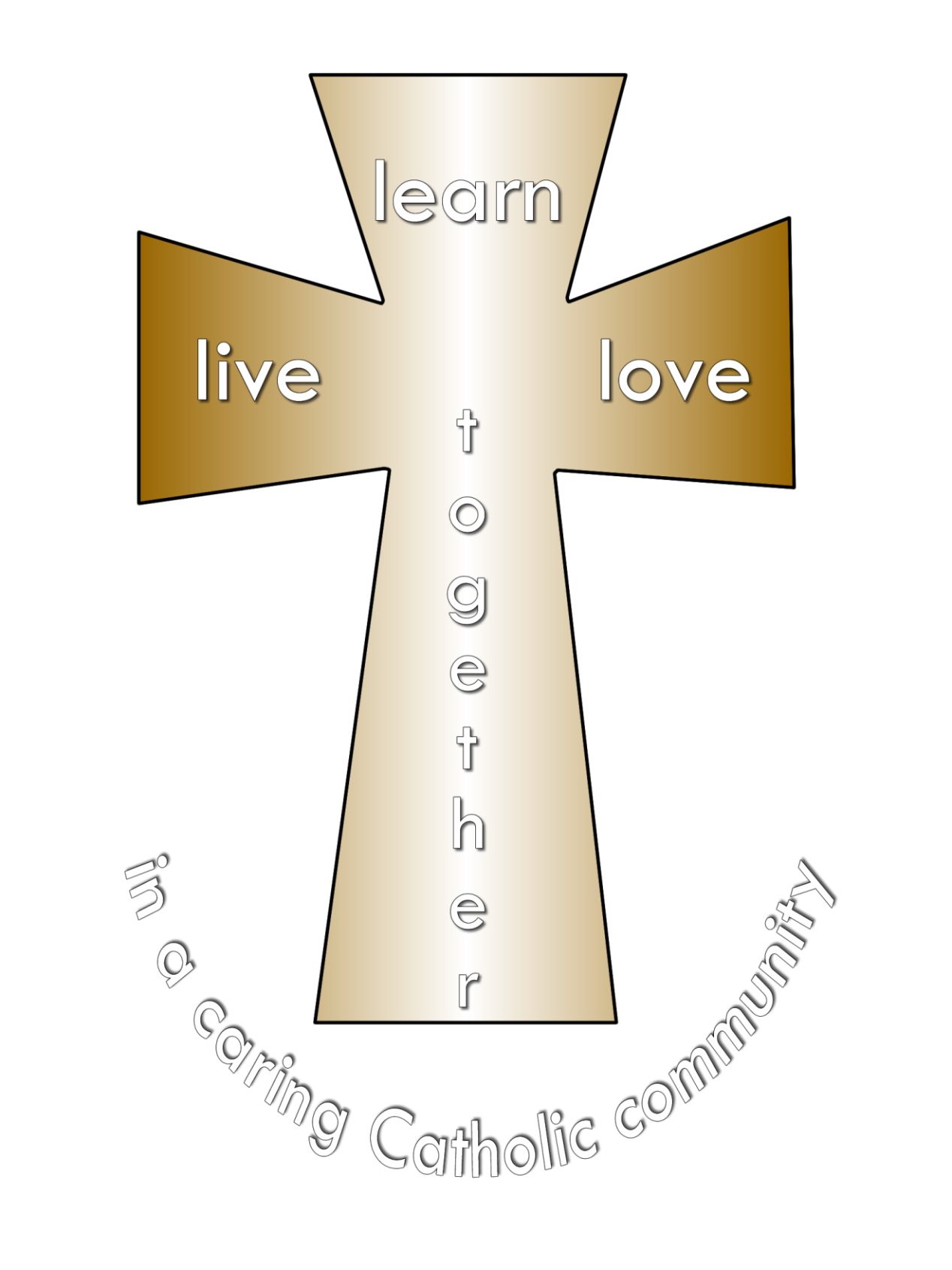
Our Lady’s Catholic

College



Assistant Subject Leader in Mathematics



Dear Colleague,

**Assistant Subject Leader in Maths – FT (MPS) TLR 2.2 (£4,442) – PERMANENT**

Thank you for your enquiry about the above position. I am pleased to enclose information about the post and the school. Please also visit our website **www.olcc.lancs.sch.uk** for other useful information and particularly our latest Ofsted and Denominational Reports and copies of our Newsletter, to be found under ‘Our School’.

Our Lady’s is a highly successful 11-18 Catholic comprehensive school. Our academic success consistently places us in the top few schools in Lancashire and the top 25% nationally for pupil progress at KS4. At KS5 our students are again in the top 3 non-selective schools in Lancashire for facilitating subjects and the average Vocational Level 3 grade is Distinction \*.

Our success is not measured solely in academic terms however, it is the Christian ethos and warmth of spirit that makes Our Lady’s such a special community. These attributes reveal themselves in many ways including a welcoming, safe environment and excellent pupil-teacher relationships. In the words of our Denominational Inspection Report ‘The school is a haven for the pupils it serves. Care and guidance are of the highest order and pupils pay tribute to the support they receive. They are enthusiastic and articulate about their school, its caring community, and the belief that each is valued and supported to achieve their best in a Christian environment’.

Collegial relationships in the school are extremely strong and staff members are supported by a well-informed and dedicated governing body.

Thanks to support from the Lancaster Diocese and a highly professional and dedicated Site Team we have transformed our learning environment and now enjoy a bright and attractive building which is well resourced to support our ambitious objectives.

Extra-curricular activities are varied and exciting. Perusal of our News section on the website will give an indication of the quality and range of experiences available to our young people. The fact that they respond enthusiastically to these opportunities is evidenced by their considerable success in performance and competition both locally and nationally.

We are proud of our Catholic faith and although many of our pupils and staff are not Catholic they rejoice in the benefits that working within a caring Catholic community brings to everyone. The whole community of Our Lady’s is working to Oscar Romero’s ideal of “Aspire not to have more, but to be more”. We pride ourselves on how our young people put their faith into action and use their gifts to help those less fortunate than themselves.

Should you be successful in your application to join us, we can promise you a demanding but fulfilling experience. This position offers you the opportunity to make a crucial contribution to the future success and wellbeing of our young people.

Yours sincerely



Helen Seddon

**Headteacher**

### THE SCHOOL

Our Lady’s Catholic College opened in September 1964 to serve the Lancaster, Morecambe and Carnforth areas. We have six main feeder schools, three in Lancaster itself, two in Morecambe/Heysham and one in Carnforth. However, our current Year 7 is drawn from over 30 different primary schools.

In 2017, our Year 11 students have successfully taken on the stretching new English and Maths 9-1 GCSE qualifications and we are pleased that a number of our students have achieved the new gold star of grade 9. We have seen a 100% pass rate in Maths and a 99% pass rate in English. In the last year of traditional GCSE A\*-C grades before we see almost all subjects move to 9-1 in 2018 we see another rise in our overall A\*-C pass rate which is a fitting farewell to the established grading system.

Our Year 13 students have once again done fantastically with another exceptional set of exam results. Top grades are up again at A\* or A and three quarters of all grades are at A\*-C. We have seen a 100% pass rate in the new linear A-levels with an impressive 40% A\*-A across the Science subjects of Biology, Chemistry and Physics.

We have once again performed outstandingly in the facilitating subjects with 27% of A- level students gaining at least 3 grades AAB with 2 or more of these grades being in some of the most demanding A-level subjects. Last year we were placed us in the top 3 schools in Lancashire on this measure. This once again shows that our most able students have performed brilliantly despite the introduction of new tougher A-level exams.

Our results in vocational subjects are once again exceptional with a record 75% of all grades being at Distinction\*. We had 12 students who gained at least 3 straight Distinction\* and 1 student who gained 4 grades all at Distinction\*

Almost all our students have secured their first choice of university place with students also successful in assuring places on high quality apprenticeship schemes such as EDF. We are delighted that our students can now embark on the next stage of their careers.

**THE MATHS DEPARTMENT**

The Mathematics Department is an established and high performing department. The department is well-resourced with designated rooms equipped with interactive whiteboards.

GCSE results 2017: 65% of students achieved a Grade 4+ in Maths and the Progress 8 maths score placed the department in the top 25% for pupil progress. A level results are consistently strong with 30% of all grades being A\*-A in 2017.

We are looking to recruit an ambitious and talented Assistant Subject Leader in Maths who will provide a substantial contribution to the department and has the ability to lead new initiatives. The successful candidate must have the skills and enthusiasm to be part of a continually improving department.

S/he must be able to contribute to teaching across the age and ability range, ideally including Key Stage 5. Specific responsibilities will be subject to negotiation dependent on the successful applicant’s particular strengths and skills.

**Assistant Subject Leader in Mathematics**

All staff are required to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

This post is subject to a Catholic Education Service form of contract.

Reports to: Subject Leader Mathematics

Principal Duties and Responsibilities:

• to actively promote the Catholic Mission of the school

• to plan and deliver consistently high quality teaching and learning to maximise student progress

• to promote and maintain high standards of pupil behaviour to carry out the tasks of a form tutor

• to promote good relationships with parents

• to ensure implementation of the school’s Health and Safety policy

• to give active support to the school’s extra-curricular programme

• to carry out such other tasks as the Headteacher may reasonably require

Particular Duties and Responsibilities

• to assist the Subject Leader in the implementation of the school’s Vision as interpreted through the school and departmental improvement plans.

• to assist the Subject Leader to raise standards of student achievement within the whole curriculum area and to monitor and support pupil progress.

• to be accountable for student progress and development in KS3

• to be accountable for student progress within resit maths

• to develop and enhance the teaching practice of others.

• to assist the Subject Leader in the development and maintenance of high quality schemes of work

• to assist the Subject Leader to effectively manage and deploy staff, financial and physical resources to obtain optimum achievement

**THE POST**

We are looking to appoint an Assistant Subject Leader in Mathematics to maintain the very high standards of teaching in the department from September 2018.

**JOB DESCRIPTION**

All staff are required to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

This post is subject to a Catholic Education Service form of contract.

**Assistant Subject Leader in MATHS**

Reports to**: Subject Leader for Maths**

**Principal Duties and Responsibilities**:

* to actively promote the Catholic Mission of the school
* to ensure the maintenance and delivery of the school ethos through the departmental team
* to plan and deliver high quality teaching with clear objectives which encourages pupils to participate to their optimum level
* to carry out the tasks of a form tutor
* to promote good relationships with parents
* to promote and maintain high standards of pupil behaviour within the department
* to ensure implementation of the school’s Health and Safety policy
* to give active support to the
* school’s extra-curricular programme
* to manage high standards of display and care of furniture and fittings in the learning environment of the department and your teaching rooms.
* to carry out such other tasks as the Headteacher may reasonably require

**Key knowledge & understanding**

* The School Mission Statement
* All teaching staff must understand and uphold the professional code of the General Teaching Council for England by demonstration of all the professional standards for QTS.
* A secure knowledge and understanding of specialist subject(s) to degree level, sufficient to cope securely with subject-related questions which students raise and to know about students’ common misconceptions and mistakes.
* A detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements and the demands expected of students in relation to KS4 and knowledge of relevant post-16 courses.
* An understanding of subject progression KS2 to KS5.

**Key functions**

1. **Planning**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
* Select and make good use of textbooks, ICT and other learning resources to enable teaching objectives to be met.
* Set appropriate and demanding expectations for students’ learning and motivation. Set clear targets for students’ learning, building on prior attainment.
* Identify students who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).
* Take account of the needs of all pupils in each class, including the most and least able.
* Provide opportunities to develop students’ understanding by relating their learning to real and work-related examples.
* Maintaining adequate records on the delivery of the curriculum and on pupil progress in line with school and departmental policy.

1. **Teaching & managing student learning**
   * Use teaching methods with whole classes, groups and individuals that ensure that students are engaged and stimulated, that teaching objectives are met, that momentum and challenge are maintained, and best use made of teaching time.
   * Set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

**3 Assessment & reporting**

* Assess how well learning objectives have been achieved and use this assessment to inform future teaching.
* Mark and monitor students’ class work and homework, providing constructive oral and written feedback and setting targets for students’ progress. Work to secure progress towards targets.
* Prepare and present informative reports to parents.
* Provide accurate data for the school’s tracking system (Mark Book)

**4 Guidance & welfare**

Act as a form tutor, fulfilling the following functions.

* + Take overall responsibility for monitoring pupils’ academic and wider progress and development, acting in line with school policies in this area.
  + Carry out the tutor group registration, following up any absences as directed by school policy.
  + Review progress and support students in target setting and action planning.
  + Ensure that all pupils are valued and treated according to the aims of the school’s Mission Statement.
  + Lead collective worship, in line with school policy.

1. **Wider professional effectiveness**

* Take responsibility for own professional development, keeping up to date with research and developments in pedagogy and in teaching subjects.
* Understand professional responsibilities in relation to school policies and practices.
* Set a good example to students in personal presentation and conduct.
* Evaluate own teaching critically, using this to improve effectiveness.
* Work effectively with other school colleagues, attending meetings and liaising with representatives of other agencies as necessary.
* Organise display of work in own classroom and department areas.

**APPLICATION**

Application forms are available from the Headteacher’s Assistant. The application form should be returned to the school with a covering letter setting out your suitability for the role. Please pay attention to the above description and the attached ethnicity forms. The closing date for applications is 9am on 26th April 2018 with interviews scheduled for Thursday 3rd May 2018.

If you have any further queries with regard to this role, please do not hesitate to contact Julie Creer on Tel: 01524 66689 or via email j.creer@olcc.lancs.sch.uk.

***This school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.***