



# CARTMEL PRIORY

## *CofE* School

A SPECIALIST SCIENCE SCHOOL  
AND UNIQUE SECONDARY SCHOOL EXPERIENCE

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## Cartmel Priory Church of England School

Cartmel, Grange over Sands, Cumbria LA11 7SA

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[www.cartmelprioryschool.co.uk](http://www.cartmelprioryschool.co.uk)

Tel: 015395 36202

09 February 2018

Dear

Thank you for your enquiry about the post of part time Teacher of Mathematics at Cartmel Priory Church of England School. Please find enclosed an application pack as requested. The successful candidate will be appointed from 1 September 2018.

I hope the information provided will encourage you to apply for the post. If you should find you require more information on the post or the school, please do not hesitate to contact me.

Candidates should complete all sections of the application form and attach a letter of application no longer than one side of A4. The closing date for applications is 1pm on Wednesday 7 March 2018. Regrettably, it is not our policy to acknowledge receipt of application forms or to inform unsuccessful candidates. If you have not heard from the school by Monday 12 March, you should assume your application has been unsuccessful.

Closing date for applications – 1pm Wednesday 7 March 2018

Invitations to interview and requests for references – Friday 9 March/Monday 12 March 2018

Interview date – Friday 23 March 2018

Yours faithfully

Dr Paul Williams  
Headteacher

Cartmel Priory Church of England School Academy Trust is a charitable company limited by guarantee in England and Wales  
Company number: 07740632 VAT Registration number 128150044

Head Teacher: Dr P Williams  
Deputy Head: Mrs C Ashcroft  
Business Manager: Mrs J Coulston



Science



Healthy School



## **JOB DESCRIPTION - TEACHER**

### **Exercise of General Professional Duties**

- 1 Teachers shall carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher of the school;

### **Exercise of Particular Duties**

- 2 The teacher shall perform, in accordance with any directions which may reasonably be given to him/her by the Headteacher from time to time, such particular duties as may reasonably be assigned to him/her.

### **Professional Duties**

- 3.1 **Teaching:**  
In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of all the pupils in any class or group assigned to him/her:
  - 3.1.1 planning and preparing courses and lessons;
  - 3.1.2 teaching, according to their individual educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and at home;
  - 3.1.3 assessing, recording and reporting on the development, progress and attainment of pupils in line with school and departmental policy;
- 3.2 **Child Protection and Safeguarding**
  - 3.2.1 taking personal responsibility for ensuring the safeguarding of all children in the school in line with the school's child protection policy and other related policies.
- 3.3 **Other Activities including Pastoral Care:**
  - 3.3.1 promoting the academic progress and the general well-being of individual pupils and of any class or group of pupils assigned to him/her;
  - 3.3.2 passing on information regarding the personal and social needs of pupils;
  - 3.3.3 communicating and consulting with the parents of pupils;
  - 3.3.4 communicating and co-operating with persons or bodies outside the school;
  - 3.3.5 attending assemblies, delivering Thought for the Day, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
  - 3.3.6 providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
  - 3.3.7 participating in meetings arranged for any of the purposes described above;
- 3.4 **Assessments and Reports:**  
providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

- 3.5           **Appraisal:**  
participating in arrangements made in accordance with the school's appraisal policy;
- 3.6           **Review, Induction, Further Training and Development:**  
3.6.1       reviewing methods of teaching and programmes of work;
- 3.6.2       participating in arrangements for his/her further training and professional development as a teacher, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;
- 3.6.3       in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his/her supervision and training;
- 3.7           **Educational Methods:**  
advising and co-operating with the Headteacher, subject leader and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
- 3.8           **Discipline, Health and Safety:**  
maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- 3.9           **Staff Meetings:**  
participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;
- 3.10          **Cover:**  
3.10.1      In accordance with the school's policy on cover. Teachers may on occasion be required to teach pupils whose teacher is not available to teach them;
- 3.11          **External Examinations:**  
3.11.1      participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting such examinations;
- 3.12          **Management:**  
3.12.1      contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
- 3.12.2      taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- 3.13          **Administration:**  
3.13.1      participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.

# Mathematics Teacher - Person Specification

<b>Job title</b>	Mathematics Teacher
<b>School:</b>	Cartmel Priory CoE School Academy Trust
<b>Line manager:</b>	The Subject Leader for Maths

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## Qualifications

1. Qualified teacher status or recognised equivalent (application form).

## Experience

2. Teaching experience with 11-16 year old students in mathematics.

## Knowledge and skills

The ability to effectively:

3. Create a stimulating and safe learning environment.
4. Establish and maintain a purposeful working atmosphere.
5. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.
6. Assess and record the progress of pupils' learning to inform next steps and monitor progress.
7. Demonstrate a commitment to equal opportunities.
8. Teach using an appropriate range of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
9. Encourage children in developing self-esteem and respect for others.
10. Deploy a wide range of effective behaviour management strategies, successfully.
11. Communicate to a range of audiences (verbal, written, using ICT as appropriate).
12. Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.

## Commitment

Demonstrate a commitment to:

- a. equalities
- b. supporting the school's vision and Christian ethos
- c. high quality, stimulating learning environments
- d. being a team member/cooperative working with the other maths teachers
- e. relating positively to and showing respect for all members of the school and wider community
- f. ongoing relevant professional self-development
- g. safeguarding and child protection

## **The School**

Cartmel Priory Church of England School is located in the village of Cartmel, within its own extensive grounds in a delightful setting. Cartmel itself is an attractive rural village (placed in The Times "30 Best Villages in Britain"). Cartmel is close to the edge of the Lake District National Park and two miles from Morecambe Bay. The school buildings date from 1958 with later extensions. The school serves the Cartmel Peninsula drawing students primarily from six local primary schools (Allithwaite, Cartmel, Flookburgh, Grange, Leven Valley and Lindale), though there are a small number of students who come from beyond the catchment area. We have developed excellent links with our local primaries and a programme of maths, PE and science outreach work is in place. Due to the rural nature of the Cartmel Peninsula, most of our students travel to and from school on school transport, though a few can walk/cycle and others are brought by their parents.

Cartmel Priory School is a small rural 11-16 school with 343 students on roll. It is one of two Church of England secondary schools in Cumbria, both of which are non-selective converter academies. Our intake is fully comprehensive, we therefore have students of all abilities and social backgrounds, but with lower than average levels of deprivation overall (as measured by % FSM). The average attainment of our students varies from year to year, but is generally around the national average overall. The school has consistently been amongst Cumbria's highest performing schools for Value Added and, more recently, Progress 8.

The school is a member of the South Lakes Federation (SLF). The SLF comprises nine secondary schools/academies, an FE college, a special school and the University of Cumbria. Our commitment is to work together to secure improvement across the whole of the South Lakes through collaboration. This includes collaborative work at subject level and a joint commitment to the South Lakes Teaching School.

The school was last inspected in March 2017 (short inspection) when Ofsted confirmed the school continues to offer a good standard of education. Mathematics results at Cartmel have been excellent for a number of years. The school is committed to continuing this success but also to the education of the whole child, our school Bible verse being "I have come so that they may have life and have it to the full." Offering a wide range of opportunities to our students is, therefore, important to the school and the majority of staff contribute to clubs and activities of various types from GCSE boosters and homework club, reading clubs, science club, sports clubs, chess, music, pottery, the annual school production and the John Muir Award.

Behaviour is very good, but as with all schools there are some challenging groups and individuals.

## **The Mathematics Department**

In mathematics, students are set according to their ability in all years. The school runs a two week timetable based on 1 hour lessons. Students study 3.5 periods of maths a week in KS3 and 3.0 hours a week in KS4. GCSE students follow the Edexcel linear GCSE course.

There is a Subject Leader for maths and 2 other mathematics teachers (including the post advertised). The department has a small set of laptops and each teacher has their own classroom with interactive whiteboard. The department is committed to high standards and the new mathematics teacher will have an important role in ensuring the school and its students continue to be successful.

Our greatest strength as a school is the commitment of our staff (teaching and non-teaching) to the students and the fact that, as a staff, we know the students and each other as individuals. The person appointed to this post will be joining school and maths teams that do their best to secure high standards and achieve success for every student and we will look for that same commitment from the successful candidate.

Cartmel Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.





# CARTMEL PRIORY

## C of E School



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