

Our Lady Queen of Peace

Catholic Engineering College



Application Pack

Subject Leader of Mathematics

September 2018



Thank you for showing an interest in the post of Subject Leader of Mathematics at Our Lady Queen of Peace Catholic Engineering College.

Our school is currently heavily over-subscribed and is growing in number. By September 2018, we expect to have approximately 900+ students on roll. I am extremely proud to lead our school and our children are proud to come to our school. They know and understand that we exist for them and they are at the heart of all that we do. The core purpose of our school is to ensure that every child develops their individual and unique talents, unlocking their true potential. We believe that our core Christian values enable children to grow as well-rounded young people who know right from wrong. High standards of appearance and behaviour are crucial to the well-being and development of all children in our care and we provide a network of support for each individual child. Our parents regularly comment that our staff are always available to help both parents and students alike and that they are fully committed to their vocation. Our Mission Statement encapsulates the very purpose of our existence as a school – *In Christ We Grow*.

We know that examination results are an important part of preparing children for a bright and successful future and we have a track record of securing outstanding results for our students. You will see from our website that our children achieve exceptionally well and this summer we received another set of impressive results. Our students of 2017 rose to the increase in the number of formal examinations set against a much more challenging curriculum content and escalated rigour in an ever changing educational climate. A significant number of our Y11 students achieved over 10 higher grade passes with some exceptional performances at A/A* equivalent grades. As an Engineering specialist college, we are delighted with the success of our STEM subjects (Science, Technology, Engineering and Maths), including: 100% in Engineering, 81% in Technology, 82% in Biology and we have maintained high outcomes in the new Maths and English exams, despite curriculum change.

Such results are a testimony to the students' hard work, dedication and high aspirations. This is only achieved because our students come first and our staff will move any mountain to

ensure their success. We know that to achieve excellent results children must have outstanding relationships with each other and with our staff. Our philosophy is that children learn through the smiling eyes of their teachers and it is an ethos of love, compassion and humility that secures confidence and success in our young people.

Children must know that each one of them is as important as the next person and that we will do whatever is necessary to help them to achieve, regardless of their ability and starting points. This mission was recognised when we were the first school ever to achieve the Inclusion Quality Mark and Centre of Excellence for Inclusion simultaneously and the Specialist Schools and Academies Trust outstanding award for pupil progress.



At Our Lady Queen of Peace, our curriculum is creative and allows children to achieve because it is tailored to their individual needs. We believe that all children should study a wide range of courses to prepare them fully for their future. If children succeed in their GCSEs early, we offer AS and A Levels in Year 11 in a range of subjects to ensure sufficient challenge and maximum engagement. We place a great deal of emphasis on developing international links to offer children a wide range of experiences. Our native speakers in modern PE, for example, enable us to offer French, German, Spanish and Japanese courses. Our specialist Engineering status ensures we place a great deal of emphasis on excelling in Science, Maths, Technology and it underpins teaching and learning across the school. It allows us to offer unique experiences to our students and

last summer we hosted our third international summer school with children from Skelmersdale, Russia, Mauritius and Ghana working on the science of flight with pilots from Easyjet. In July 2016, we received the International School Award at the highest level in recognition of the work we do at an international level. We have also been awarded the Engineering Specialism Quality Mark at the highest level due to the impact of

Engineering on raising standards and developing wide ranging experiences across the whole school.

As a school, we firmly believe that our children should have the very best facilities. Governors are constantly investing in the school building to keep our school looking fantastic. We recently developed our new Library which contains £15,000 worth of brand new books to capture the interest of our students and foster a love of reading. We built our new block, containing a Year 11 Common Room and an iPad suite which has now been extended to include a new ICT suite and the Modern PE department. Our facilities are respected and valued by our children; this is why there is no litter or graffiti. This is another example of core values in action – care and respect for our environment and all those who learn in it. We actively listen to the views of our children and our School Council plays a fundamental role in the decisions made in our school.

The closing date for return of completed application forms is **12 noon on Monday 21st May 2018**. It would therefore be appreciated if you could complete and return your application form as soon as possible. Only shortlisted candidates will be contacted. The post is subject to relevant safeguarding checks which

include a satisfactory enhanced DBS clearance.

I do appreciate that the appointment process is a particularly stressful one, especially during the interview stages, however I hope that the experience will be of mutual benefit. Applicants should also be mindful of the philosophy of our Engineering status. I would advise you to ensure that through the application form and letter you cover all areas in the person specification, since this is the information used to shortlist. May I wish you every success in your application and remind you that I would welcome informal visits to the school.

Finally, I would encourage you to have a look on our website, read our school magazine – *The Link* – which contains lots of exciting information (<http://www.our-lady-queen.lancsngfl.ac.uk/>). Download our school app and follow us on Twitter to keep up-to-date with the latest events at our school.

Yours faithfully

Miss A Knight
Headteacher



Our Lady Queen of Peace

Catholic Engineering College

Subject Leader of Mathematics

Our Lady's Philosophy & Principles



"Consistently Outstanding"

Our expectations and standards are high, we seek to be outstanding in all that we do and demand excellence from all our learners. Success is recognised and celebrated in all aspects of school life and we are very proud of our academic achievements, extensive extra-curricular provision and our major sporting achievements. We expect all our young people to work hard and create a positive learning environment for others. Our staff is expected to adhere to school policies and strive to be *consistently outstanding* in all aspects of their professional roles at Our Lady's. We are fully committed to all aspects of the Single Equality Policy, the safeguarding of learners and staff and promoting community cohesion.

Great value is placed on parental partnerships and we have been re-designated in 2011 with the Leading Parent Partnership Award in recognition of our outstanding relationships with the community to which we serve. Also we have achieved the prestigious Investors in People Gold Award, the Inclusion Quality Mark, and Centre for Excellence at Flagship level for Inclusion, the Specialism Quality Mark, been included in Schools Performance 2012, received commendation from the DfE and Specialist Schools and Academies Trust, placing us in the top 100 schools for continuous improvement. Over the past 5 years outcomes have improved by 30 percentage points. We believe that it is crucial to work together to ensure that our children receive the

best possible education and are prepared for their future life. This is done in a positive, friendly atmosphere which is based on mutual respect. Parents can expect excellent information, advice and guidance through: progress and written reports, Induction Day, Parents' Evenings, Information Evenings and are always welcome to make an appointment to come into school to meet Learning Managers, Form Tutors and Teaching Staff. Parents may contact the leadership team at any point to discuss any worries or make suggestions on how to continue to improve our school.

Our school is a Catholic school with an Engineering specialism situated in Skelmersdale, Lancashire. We have outstanding links with local primary schools. We are proud to be a strong faith community and welcome children from other Christian and religious backgrounds.

To live by our Mission Statement "In Christ We Grow" is at the heart of all that we do. It is our mission to make Christ known to every child and foster genuine love in each of them. We recognise that it is of fundamental importance that Christian principles are at the centre of every aspect of school life. Our staff works on the understanding that Catholic education is a journey that never ends and we strive to help our community to make the connection between faith, learning and life. We work on the principle that it is not what we educate but how we educate that is

important and that children will only learn through the smiling eyes of the staff charged with their formation. The school strives to be a positive influence in the life of the local Church by enabling the learners to experience a living tradition of faith and by maintaining the highest ideals within the curriculum. We recognise the social diversity and need to work for cohesion in our society.

The moral, spiritual, social and cultural development of all learners permeates the curriculum. We aim to maintain a just and caring school community in which all learners, teachers and members of the associate staff are given personal recognition and a sense of security, respect and dignity. We believe that it is only in such an environment that learners can recognise and appreciate achievement in its various forms including high academic standards and good examination results.

All learners are encouraged to fulfil their full potential, personal ambitions and aspirations within a safe and caring environment. We believe in the philosophy that it is not what we learn but how we learn which fully develops children.

Our Engineering Status reflects our commitment to supporting the local community. The development of the work force for the future through the extension of problem solving, team work and creative thinking is important. "Engineering The Future" is the theme for our college status.

Every effort is made to cater for the individual needs of learners. The recognition of the continuity and progression of education means that Our Lady's works closely with our partner primary schools and with the post 16 institutions especially St. John Rigby 6th Form College. We are the first school to have been given the Inclusion Quality Mark and Centre of Excellence at the same time. It is testament to our mission to be fully inclusive, break down barriers to learning and allow everyone to flourish, regardless of their starting point. Our 100 minute lessons allow for full differentiation to ensure no-one is left struggling or in need of further materials to stretch and challenge the mind.

Great emphasis is placed upon the need for learners to develop self-discipline and respect for others. The wearing of school uniform is insisted upon. High levels of attendance and punctuality are viewed as vitally important. Good manners and courtesy to others are expected from everybody. Good order and the importance of personal relationships are insisted upon throughout the school to allow genuine learning and academic and personal development to take place. Poor behaviour will not be tolerated but every effort is made to stress the positive and celebrate achievement to boost the self-esteem, confidence and dignity of the individual members of Our Lady's. An array of out of class activities give learners the opportunity for self-expression and the



enjoyment and satisfaction which comes from achievement. Motivation is enhanced through the relationships that are strengthened through engaging with staff in different situations

The school depends on the partnership with the parents. Our home-school agreement recognises the role we play in ensuring the best for the learners. All learners receive personal study opportunities every night. Communication through reports, meetings and the learners' journals ensures close links.

In general the school aims to create an ethos that supports a sense of co-operation, pride, identity and purpose in all learners, members of staff and parents. The raising of standards is a key theme throughout Our Lady's. Our learners deserve the best. Our Catholic ethos is realised through making the most of opportunities to progress and achieve.

In summary.....

The culture of this school is one of hard work, of service and of commitment to providing the highest quality of educational experience possible for our young people. This is not a school for those who seek a quiet life. We need talented, committed teachers and high quality leadership to enable Our Lady's to become a consistently outstanding Catholic high school.

Job Description

Mission Statement

In Christ We Grow

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Position	Subject Leader of Mathematics
Salary	Applications welcomed from Main Pay Range and Upper Pay Range (£22,917 - £38,633)
Allowance	TLR 1.2 (£9,474)
Required	September 2018
Contract	Permanent

Subject Leaders:

- make the Mission Statement central to the discussions and work of the department
- work to explicitly enhance and develop the Catholic ethos of the school.
- make the key action points of the School Learning Plan – Catholic Ethos for Learning central to all leadership work in the school.
- implement the Single Equality Policy
- contribute to the general ethos of the school by setting high personal standards in the supervision of learners and in their relationships with fellow staff members
- ensure that the school's strategic vision and the annual learning plan informs the direction of learning for their department
- are the team who have responsibility for the overall leadership and management of the day to day quality of learners' work, behaviour, appearance, attendance, punctuality and involvement in out of class opportunities in each curriculum area in Our Lady's
- endeavour to remove barriers to learning
- remuneration depends on the number of staff in the department, the number of periods at each key stage and the appraisal responsibility
- ensure that our Engineering specialism is explicit in their department.
- develop a system for the self-evaluation of their curriculum area to support the maintenance of a departmental SEF
- work in liaison with key staff to ensure the attainment gap continues to narrow for key groups of learners and progress for all learners in maximised
- set an example of enthusiasm and professionalism
- lead by example through excellent attendance, punctuality and high quality of assessment, planning and teaching
- are members of the Middle Leadership Team, and Senior Leadership Team on a voluntary basis, and are responsible to a member of the Senior Leadership Team for all aspects of the role

1 Achievement of pupils

The Subject Leader ensures that:

- taking account of their starting point, the proportion of pupils making and exceeding expected progress is high compared with national figures.
- pupils make rapid and sustained progress across the subject and learn exceptionally well.
- pupils' literacy is developed and opportunities for wider reading across the subject are promoted.
- pupils develop and apply a wide range of skills to great effect, in reading, writing, communication and mathematics. Opportunities are provided to ensure that they are exceptionally well prepared for the next stage in their education, training or employment.
- all pupils acquire knowledge quickly and develop their understanding rapidly in the curriculum area.
- the learning, quality of work and progress of groups of pupils, particularly those who are disabled, those who have special educational needs (including able, gifted and talented) and for those for whom the pupil premium provides support, show that they achieve exceptionally well.
- standards of attainment of all groups of pupils are at least in line with national averages with many pupils attaining above this. Particular focus is on closing the gap rapidly as shown as trends in a range of indicators. Where standards of attainment of any group of pupils are below those of pupils nationally, strategies are in place to close the gap rapidly. This includes attainment in reading.

2 The Quality of Teaching

The Subject Leader ensures that:

- teaching in all key stages is outstanding and never less than consistently good. As a result, all pupils in the department, including disabled pupils, those who have special educational needs and those for whom the pupil premium provides support, are making rapid and sustained progress.
- teachers have consistently high expectations of all pupils. They plan and teach lessons that enable pupils to learn exceptionally well across the subject.
- teachers systematically and effectively check pupils' understanding throughout lessons, anticipating where they may need to intervene and doing so with notable impact on the quality of learning.
- the teaching of reading, writing, communication and mathematics is highly effective and cohesively planned and implemented across the subject.
- teachers and other adults generate high levels of engagement and commitment to learning across the subject.
- consistently high quality marking and constructive feedback from teachers ensures that pupils make rapid gains.
- teachers use well-judged and often inspirational teaching strategies, including setting appropriate personal study that, together with sharply focused and timely support and intervention, match and differentiate accurately for individual needs. Consequently, pupils learn exceptionally in the subject.

3 Behaviour and Safety

The Subject Leader ensures that:

- pupils' attitudes to learning are exemplary.
- parents, staff and pupils are unreservedly positive about both behaviour and safety in the department.
- pupils' behaviour to and from lessons is impeccable. Pupils' pride in the department is shown by their excellent conduct, manners and punctuality and the standard of their work.
- pupils are fully aware of different forms of bullying, including cyber-bullying and prejudice-based bullying, and actively try to prevent it from occurring.
- skilled and highly consistent behaviour management by all staff makes a strong contribution to an exceptionally positive climate for learning. There are excellent strategies for improvements in behaviour over time for individuals or groups with particular behaviour needs.
- all groups of pupils feel safe at school, in the department and classrooms at all times. Pupils understand very clearly what constitutes unsafe situations and are highly aware of how to keep themselves and others safe, including in relation to e-safety.

4 Leadership and Management

Subject Leaders ensure that:

- the pursuit of excellence in all of the department's activities is demonstrated by an uncompromising and highly successful drive to strongly improve, or maintain, the highest levels of achievement and personal development for all pupils over a sustained period of time.
- all staff in the department are highly ambitious for the pupils and lead by example. They base their actions on a deep and accurate understanding of the department, staff and individual pupils' performance.
- they or those in their department with a TLR responsibility, robustly hold staff to account for all aspects of the department's performance.
- there are excellent policies which ensure that pupils have high levels of literacy, or pupils are making excellent progress in literacy.
- they focus relentlessly on improving teaching and learning and provide focused professional development for all staff, especially those that are newly qualified and at an early stage of their careers. This is underpinned by highly robust appraisal which encourages, challenges and supports teachers' improvement. As a result, teaching is outstanding, or at least consistently good and improving.
- the department's curriculum provides highly positive experiences and rich opportunities for high quality learning. It has a very positive impact on all pupils' behaviour and safety, and contributes very well to pupils' academic achievement and their spiritual, moral, social and cultural development.
- the department has highly successful strategies for engaging with parents to the benefit of pupils, including those who find working with the school difficult.
- the department adheres to the school's Code of Professional Standards and arrangements for safeguarding pupils are met.
- staff model professional standards in all of their work and demonstrate high levels of respect and courtesy for pupils and others.

- through highly effective, rigorous planning and controls, Subject Leader ensures financial stability, including the effective and efficient management of financial resources such as the pupil premium and capitation funding. This leads to the excellent deployment of staff and resources for the benefit of all groups of pupils.
- they provide accurate analysis and self-evaluation to Governors and the SLT as required.

5 The overall effectiveness of the quality of education provided by the department

Subject Leaders ensure that:

- teaching is never less than good or outstanding and, together with a rich and relevant curriculum, contributes to outstanding learning and achievement.
- pupils, and particular groups of pupils, have excellent educational experiences in the department and these ensure that they are very well equipped for the next stage of their education, training or employment.
- there is excellent practice which ensures that all pupils have high levels of literacy appropriate to their age.
- the department's practice consistently reflects the highest expectations of staff and the highest aspirations for pupils, including disabled pupils and those with special educational needs.
- best practice is spread effectively in a drive for continuous improvement.
- other principal aspects of the department's work are good or outstanding.
- the department's thoughtful and wide-ranging promotion of pupils' spiritual, moral, social and cultural development enables them to thrive in a supportive, highly cohesive learning community.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, satisfactory references and medical clearance.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications, Training and Experience	<ul style="list-style-type: none"> • A good degree in relevant subject area • QTS • A record of continued & relevant professional development • An excellent track record of teaching Mathematics from 11 to 16 • Involvement in initiatives that have shown significant impact, securing improved outcomes for children • Contributed to whole school CPD programme 	<ul style="list-style-type: none"> • Additional qualifications • Knowledge of current educational leadership and management practice and issues • Evidence of working as a reflective practitioner, using a variety of approaches to secure on-going professional development • Experience of leadership and management 	<p>Application Form</p> <p>References</p>
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Excellent subject knowledge and skills • Outstanding classroom practitioner and committed to outstanding teaching and learning • Commitment to extra-curricular provision • Commitment to supporting whole-school events Forward thinker and visionary • Expertise in raising standards of learning and teaching • Drive and enthusiasm • A record of very good examination results at KS3/4 • Ability to lead by enthusing, inspiring and motivating staff and learners • Flexible, positive approach to new courses • Good competence in the use of ICT and a clear interest in the development of technologies in the department • Committed to personalization and differentiation • Commitment to inclusion 	<ul style="list-style-type: none"> • Record of effective leadership and management skills • Experience of working with colleagues from different curriculum areas • Track record of raising achievement • Ability to use data to inform planning and monitor progress • Evidence of networking to improve standards 	<p>Application Form</p> <p>References</p> <p>Task</p> <p>Interview</p>
Personal Qualities	<ul style="list-style-type: none"> • Be passionate about Technology/ Engineering and committed to improving teaching and learning • Committed to supporting the Catholic ethos of Our Lady's • Excellent interpersonal and communication skills • Excited by change and challenges • Committed to the school's mantra 'consistently outstanding' • Good sense of humour • Capacity for hard work and resilience • Ability to form and maintain appropriate relationships and personal boundaries with learners • Ambitious 	<ul style="list-style-type: none"> • Practising Catholic 	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Task</p>

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Please visit our website www.olqp.org.uk for more information about the school.

Closing Date for Applications: 12 noon on Monday 21st May 2018
Shortlisting: Monday 21st May 2018
Interviews: Friday 25th May 2018

Applicants are asked to provide a completed application form and a supporting statement (no more than 1,300 words) detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying.

Governors would prefer applications to be returned by email to Mrs Natalie Barber, HR Manager: n.barber@olqp.lancs.sh.uk.

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within two weeks of the closing date, you should assume that your application has been unsuccessful. It is our policy to take up references for shortlisted applicants from their present school. It would greatly assist this process if you were able to supply email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the vacancy or application process, please contact us via the details below.

In Christ We Grow

Our Lady Queen of Peace

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Website: www.olqp.org.uk

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