

# St Matthew's RC High School



## Application Pack

### Director of Learning for Maths

**Salary:** L9 - L13 (£48,687- £53,724)

We are seeking to appoint a dynamic, diligent and enthusiastic individual who is relentless in the pursuit of pupil progress throughout KS3 and KS4, and in securing strong outcomes at GCSE. The successful candidate will have credible leadership skills that bring the best out in their staff, providing motivation, challenge and support as needed. They will lead and manage a committed team of teachers. They will facilitate the ongoing development of teaching and learning, which will promote the highest possible standards of achievement. As a Director of Learning, on the leadership pay scale, the successful candidate will contribute on a wider scale to improving all outcomes across the school.

St Matthews's RC High School has a new Headteacher and a new vision. We have embarked upon a journey of rapid improvement, working in partnership with St Patrick's RC High School, which is a National Teaching School.

Thank you for your interest in the position of **Director of Learning for Maths** at St Matthew's. We hope you find this information pack useful in gaining an insight into who we are, who we are looking for and the specifics of the job role you are applying for. Please also visit our website ([www.smrchs.com](http://www.smrchs.com)) for more information, and follow us on twitter @smrchs. If you have any questions about the role, please direct these to Mrs Anna Espley, in the first instance, through [a.espley@smrchs.com](mailto:a.espley@smrchs.com) or by calling us on 0161 681 6178.

### Applicants

We are seeking to appoint an outstanding practitioner who is relentless in the pursuit of Catholic excellence for all students.

The successful candidate will have credible leadership skills, will be passionate about their subject and determined in their mission to promote the highest possible standards of achievement for all our young people.

As a Director of Learning, on the Leadership pay scale, the successful candidate should be fully supportive of St Matthew's Catholic Mission.

### Our School

St Matthew's has a strong reputation for its welcoming and supportive environment. On visiting the school, our overwhelming feedback from interview candidates and potential new staff is the sense of community and belonging, and the warm welcome extended to them by all pupils and staff.

St Matthew's is a diverse and energetic comprehensive school, with approximately 1200 pupils forming our school community. We have strong, long standing links with all our partner primary schools and sixth form colleges, which allows us to work well in supporting our pupils through key transitional points in their education.

As a Catholic school, we place Christ at the heart of all we do, and encourage of staff and pupils to be ambassadors of Christ. Through this, we are able to offer new staff the opportunity to join our St Matthew's family, where we all value and support each other, recognising good in all that others do.

### Our Catholic Ethos

St Matthew's RC High School is dedicated to promoting a distinctive Catholic ethos by upholding the teachings of the Catholic Church. This means that everything we aim to achieve will be based on the teachings and practice of the Catholic Church.

Our motto is "Quaerite primum regnum dei" - "Seek first the Kingdom of God" - and our aim is to achieve this motto in our school life. We are committed to developing the full

potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.

Our ethos is very important to all members of our Community. We have religious assemblies, acts of worship in classrooms, Masses on feast days and other services throughout the year. All pupils follow RE at KS3 and KS4 all pupils take GCSE RE. Furthermore, we believe that the school is a place where we live out our Christianity on a day-to-day basis, making sure that each member of our Community is respected and appreciated.

### **Our staff**

Our staff, both teaching and non-teaching, are extremely professional, hardworking and very supportive of each other. There is a good balance of staff who have worked for many years at the school and others who have joined us more recently. Staff are actively encouraged to maintain a healthy work / life balance. A notable feature of the school is the number of former pupils who are now members of staff.

We have a strong programme of training and development for all staff which is based both school development needs as well as personal ones.

St Matthew's is committed to improving staff at all stages of their career development, by providing not only the CPD, but support, coaching and opportunities that are more personalised, supporting each individual's needs and ambitions.

At St Matthew's, we provide opportunities for staff to take on additional roles and responsibilities within their subject areas. We also offer opportunities for staff to shadow current TLR post holders, in order to provide exposure to duties and tasks required of the role, providing staff with experience to support ongoing career development.

### **Our Facilities**

Our modern school buildings and facilities work well to provide an inspiring and purposeful teaching and learning environment, supporting our pupil's development during the school day and beyond. The majority of departments have their own resources base, for staff to meet or use as work space. We recently enhanced our sports facilities by investing in a state of the art 4G all-purpose AstroTurf pitch, used by our students and sports teams, as well as the local community.

September 2017 saw major developments to our school campus. We have a new building on site providing 12 additional classrooms, reconfigurations to provide additional classrooms in MFL, new labs in RE and changes to Art classrooms, as well as an extension to our dining room providing space for an additional 150 students to use during social times.

## Your Application

You are asked to complete the CES Teacher Application Form which you can also download from the school's website: <http://www.smrchs.com/about-us/vacancies/> or from the CES website <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms>

You should include the names of referees, one of whom must be your **current** or most recent employer. Please ensure the details and email addresses of your referees are complete and correct.

The completed application, together with the following documents should be submitted by post or email to [a.espley@smrchs.com](mailto:a.espley@smrchs.com)

- Consent to Obtain References
- CES Recruitment Monitoring Form
- CES Rehabilitation of Offenders Act 1974 Form

**Closing Date:** Monday 14 October 2019, at 12 noon

**Interview date:** Thursday 17 October 2019

*The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS check and written references.*

# Director of Learning for Maths

**Salary:** L9-L13 (£48,687 - £53,724)

**Start: January 2020**

The job description below gives an insight into the responsibilities of the post of Director of Learning for Maths, and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking for our Director for Learning for Maths. We are interested in candidates with a proven track record demonstrating their ability to improve rates of progress and outcomes in Maths.

## **Job Description**

### **Main Purpose**

The Director of Mathematics, under the direction of the Deputy Headteacher (Academic), will be directly responsible for improving standards, learning and achievement across the Mathematics Department.

The successful candidate will provide professional and credible leadership, direction and management for the Mathematics Department at a time of exciting change across the school.

### **Key Responsibilities**

- To dynamically lead teaching and learning in Maths, ensuring standards are achieving Catholic excellence.
- To support the daily operations of the department, developing and managing leading the curriculum, the implementation of policy decision, and the organisation of appropriate lessons for all learners.
- To play a full and active role in all quality assurance processes, implementing and reviewing strategic plans for department development and growth.
- to have an overview of Social, Moral, Cultural and Spiritual aspects of learning across the school and liaise with other relevant staff as appropriate.
- To plan and promote a range of events and activities to ensure a rich curriculum is delivered.

To take a pivotal role in the Catholic life of the school.

### **Duties & Responsibilities**

#### **Teaching and Learning**

- To secure and sustain a positive climate of pupils' learning and behaviour in the department.
- Ensure that detailed schemes of work and lesson planning procedures are in place which meet the requirements of the curriculum, provide appropriate challenge and are differentiated to meet the needs of all students, including disadvantaged pupils, SEND and the more able.
- To provide guidance on the choice of appropriate teaching and learning strategies to meet the needs of all pupils.

- To evaluate the teaching within the curriculum area, identify effective practice and areas for improvement and take appropriate action to further improve the quality of teaching.
- To work with the department to implement a clear set of principles to ensure there is accurate monitoring and reporting of pupil progress and highly effective marking and feedback provided to all pupils.
- To prepare pupils for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.

#### Leadership

- To create a climate within the department and the wider school which enables staff to develop, challenge and support each other, resulting in improved teaching and learning.
- To participate in an effective quality assurance programme which informs departments and whole school self-evaluation processes and identifies priorities for improvement.
- To lead the professional development of Maths staff and liaise with appropriate colleagues to co-ordinate the provision of high quality professional development
- To delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability.
- To ensure through robust line management that whole school strategies for literacy and numeracy, and for DP/SEND/MA pupils are consistently followed by all staff.
- To conduct appraisals in accordance with the school Teacher Appraisal Policy and use the process to develop their professional effectiveness.

#### Accountability

- Specific responsibility for the delivery of and outcomes in Maths.
- Secure continuous improvement and development in every area of Maths including teaching and learning, raising standards and producing the highest levels of pupil achievement to ensure pupil targets are met or exceeded
- Manage the department budget and resources effectively and efficiently
- Effectively lead, manage and deploy teaching and support staff within Maths to ensure the highest pupil outcomes
- Continuously raise standards of student attainment through a rigorous schedule of assessment, tracking and intervention so that underachievement is identified early and redressed through precise, effective intervention

#### Wider school responsibilities

- Fulfil any other reasonable duties requested by the Headteacher

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

# Director of Learning for Maths

## Person Specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching in Maths across the full age, gender and ability range in a secondary school (in more than one school is desirable)</li> <li>• Experience in assessing excellence in T&amp;L and providing appropriate feedback to improve outcomes</li> <li>• Line management experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Ability to think strategically, evaluate options, find the best solutions to problems taking into full account the views of others, and implement changes that lead to improvements in pupil outcomes.</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Integrity, commitment, flexibility, reliability, enthusiasm and energy to persevere and succeed</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Excellent attendance and punctuality record</li> <li>• Creativity and the ability to engage in critical reflection</li> <li>• Commitment to Equal Opportunity</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>