



**St Matthew Academy**

**Head of Maths**

**Application Pack**

# WELCOME TO ST MATTHEW ACADEMY

Thank you for expressing an interest and taking the first step to applying for the post of Head of Maths at St Matthew Academy. Within this application pack you will find information about the Academy and the relevant documents to support you with the formal application process.

At St Matthew Academy, we pride ourselves on our diverse, vibrant, Catholic all-through nature. The school has a successful history of providing an excellent education for young people aged 4 to 16, through an environment which stimulates intellectual learning and growth, which promotes excellence. Our motto; 'Let Your Light Shine' is taken from St Matthew's Gospel and captures our belief in the unique quality and ability of every individual. Our aim is to ensure that the talents and strengths of every young person is nurtured, encouraged, developed and celebrated.

Our position as an all-through academy across one site offers many opportunities to boost academic and personal development for all pupils and a shared ethos supports all of our learners with high expectations and consistent pastoral care. Primary and secondary phase's works together to track every pupil's progress throughout their time with us, enabling us to ensure pupils are provided with a smooth transition at every stage of their St Matthew Academy career. The all through setting benefits all; allowing primary pupils access to secondary specialisms, resources and facilities, secondary students are offered mentor and leadership roles with younger peers and staff are provided with greater possibilities for professional development and learning.



Pupils at St Matthew Academy achieve excellent results as a result of our unique offer - we ensure that all pupils learn, achieve and flourish with us, regardless of their starting point. They are at the centre of our strong support system, offered an extensive range of enrichment opportunities and we instil a belief in what is possible, in every learner.

We are situated in the conservation area of Blackheath in South East London. We are within the Lewisham Local Authority area sitting on the borders of Greenwich LA. We are an all-through school built on one site which includes a sports hall and playing fields within the parameters. The Archdiocese of Southwark is the sponsor for the Academy which opened in 2007. Our children come from diverse backgrounds and this is one of the many strengths of the school.

We are looking for candidates who have a passion for teaching and learning, an ability to inspire with confident leadership and communication skills. We believe this could be an excellent opportunity both for a current Head of Maths in another school, as well as for a strong and experienced Maths Teacher. It is important that candidates are interested in



developing further the opportunities for collaboration with secondary colleagues and that we take full advantage of the unique opportunities that our all-through academy brings.

Visits to the Academy are warmly welcomed, details of which can be found within the job description.

To apply please complete an application form and monitoring form, and return it to [HR@stmatthewacademy.co.uk](mailto:HR@stmatthewacademy.co.uk) (CVs are not accepted).

**Closing Date: 9am, Monday 8<sup>th</sup> October 2018**

You can also visit <http://www.stmatthewacademy.co.uk/> for more information.

**Deadline: 9am, Monday 8<sup>th</sup> October 2018.**

Best Wishes

A handwritten signature in black ink, appearing to read 'MBaldwin', written in a cursive style.

**Miranda Baldwin**

Head of School

# ACADEMY ETHOS

Our motto, 'Let Your Light Shine' is taken from St Matthew's Gospel, and encapsulates our belief in the uniqueness of every individual. It is central to all that we do, and echoes our ethos statement that outlines our promise to pupils, SHINE.

## Successful, confident learners

Pupils are provided with a plethora of opportunities that enable them to become successful, confident learners of the future, within the classroom and beyond. Enrichment activities alongside targeted academic intervention, dedicated pastoral support and challenge are all important strands in this provision.

## High expectations, outstanding achievements

All aspects of academy life are defined by the high standards staff and pupils are held to. We expect our learning environment to be well ordered and pupils to thrive on the challenges presented to them. This enables every learner to achieve pastorally, spiritually and academically; making outstanding achievements.

## Inclusive, caring, Catholic community

At the heart of our Academy ethos is our belief in promoting an 'inclusive, caring, Catholic community.' This means we welcome pupils and staff from every faith and none; we encourage everyone to take responsibility for their actions and words; we develop our students respect for other faiths and we learn together within the Gospel Values.

## Nurturing talent, cultivating ambition

We encourage our staff and young people to see themselves as active learners – to inspire and motivate each other to achieve and exceed their potential. Working in partnership with our parents and staff; we play a crucial role in nurturing and supporting every learner, to ensure they fulfil their ambitions.

## Excellence for all

Collectively, our ethos statement captures the essence of all that we do, and as a result, St Matthew Academy promotes and promises excellence for all members of our community.

*"The school's work to promote pupils' personal development and welfare is good. As pupils progress through the school, they grow in self-confidence and ambition". Ofsted 2017*

Our pupils are challenged to exceed academic expectations through hard work and dedication, under the guidance of our five characteristics of learning: aspiration, collaboration, independence, persistence and versatility.

**Aspiration** When pupils are encouraged to aim high, they rarely fail to live up to expectations and we never limit our children by limiting our belief in them.

**Collaboration** The ability to share our thoughts, talents and ideas is what we want to instil in all of our pupils so that they can go out into the world as successful, collaborative, young people.



<i>Independence</i>	We want all our pupils to grow into confident, independent learners and so we encourage an independent attitude from a very early age.
<i>Persistence</i>	The ability to keep going even when you find the going tough, is a difficult but vital skill to accomplish if our pupils are to grow into successful young men and women. We have therefore developed a challenge based curriculum that develops and rewards persistence.
<i>Versatility</i>	The talent to adapt to the challenges of the world is a vital life skill and so we develop this throughout the Academy.

In the summer of 2018 our pupils across the Academy collaborated on forming 5 key values. They decided that 'life at SMA would be great if we all are: respectful, honest, kind, understanding and helpful'. Pupils helped design a poster to share the values with all pupils across the Academy and will launch this in assemblies in September 2018.

### **Motto 'Let your light shine'**

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel:

*"Neither do you light a lamp, and put it under a measuring basket, but on a stand; and it shines to all who are in the house. Even so, let your light shine before men; that they may see your good works, and glorify your Father who is in heaven."*

[Matthew 5:15-16]



# STAFF REWARDS & BENEFITS

**A snapshot of just some of the rewards, benefits and incentives our staff members receive at  
St Matthew Academy**

## **Staff Training & Professional Development**

We believe that training and professional development for staff is of paramount importance, and we devote considerable time and energy to it. We offer a range of different training options designed to ensure that training is fully personalised to the individual member of staff.

## **Childcare Vouchers**

We understand that the cost of having children doesn't stop at keeping them cared for while you're at work. That's why you can choose to take part of your salary in Childcare Vouchers to take advantage of important tax and National Insurance savings.

Childcare vouchers are a Government-approved, tax-efficient way of paying for childcare. If you join the scheme, you can exchange up to £243 a month (£55 a week) of your gross salary for childcare vouchers. The part of your gross salary you exchange for childcare vouchers is tax-free and exempt from National Insurance contributions (NI). Because of this, you can make savings of up to £933 a year and because both parents can request childcare vouchers, your family could save up to £1,866 a year!

All registered childcare providers can accept childcare vouchers as a method of payment for children up to the age of 16 years old, including:

- Nurseries
- Nannies
- Au pairs
- Crèches
- Childminders
- Out of school clubs
- Extra-curricular activities (such as music lessons)
- Breakfast and after-school clubs
- Holiday clubs or schemes
- Activity holiday companies including Activate Sport, Barracudas, Camp Beaumont, XUK Activity and XUK Excel
- Qualifying childcare offered by schools

## **Cycle-to-Work Scheme**

The Academy participates in a cycle-to-work scheme to provide financial assistance to staff who wish to purchase a new bicycle and accessories. Staff choose a bike from a selection at over 2,000 retailers nationwide, hire it for an agreed length of time, then snap it up for a fraction of its original value. Staff can save 25-39% and there is nothing to pay upfront. The payments are taken tax efficiently from the staff member's salary over 12 months at which point Cyclescheme will contact the staff member regarding ownership options at the end of the Hire Agreement.

## **Annual Season Ticket Loans**

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

## **Tech Scheme**

Techscheme lets you get the latest technology through your employer, choosing from a range of over 5000 products available from the Apple store or Currys PC World. Staff can spread the cost with payments from their salary across 12, 24 or 36 months and make National Insurance savings of up to 12%. Best of all - the staff member will own the products from the beginning and there's no end of hire fee.

## **Health & Wellbeing**

As part of our commitment to maintaining health and safety, and ensuring that reasonable adjustments are made for those that require it, new staff are invited to complete a health questionnaire before beginning their employment. The Academy also subscribes to an Occupational Health Referral scheme for existing staff members.

## **Use of Academy Gym**

The Academy gym is available for staff to use after school free of charge. Induction sessions are conducted by a member of the PE team.

## **Staff Fitness Classes & Social Sports**

These run on a weekly basis. Dates and times of sessions are publicised.

## **Annual Salaries**

We offer competitive salaries for both Teaching and Support staff, (Inner London Weighting) including recruitment and retention allowances, in some cases.

## **Catering Facilities**

Our catering facilities and canteen menus are designed to reflect all tastes and cultures. The Academy supports the Change 4 Life Healthy Lifestyle Campaign. Breakfast is available for staff to purchase in the mornings.

## **Rewards for 100% Attendance**

We really value your commitment to each working day and as a token of this, each term, every staff member who achieves 100% attendance will be rewarded with a gift.

## **Pension Scheme Contributions**

The Teachers Pension Scheme and the Local Government Pension Scheme are available for teaching and support staff respectively. Both are generous final salary schemes and staff are enrolled automatically but have the option to opt out. Contributions vary dependent on the employee's income level.

## **Social Events**

Staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

**Role:** Head of Maths

**Salary:** Main Pay Scale / Upper Pay Scale + TLR 1A

**Required:** January 2019

**Contract/Duration:** Permanent, Full Time

**Location:** London Borough of Lewisham, London

**Closing Date:** 9am, Monday 8<sup>th</sup> October 2018

Are you a highly motivated and inspirational Maths specialist who is looking for a new challenge? Do you have a real passion and desire to enthuse pupils with your own love of your subject? Do you have the experience or potential to drive a strong and dynamic Maths department to even greater heights? If yes, then we would like to offer you the opportunity to work with us here at St Matthew Academy, Lewisham, at this exciting time on our journey to Outstanding.

We seek to appoint a committed and ambitious Head of Maths to join our Academy. This is an exciting opportunity for an outstanding teacher to use their experience and extensive knowledge to lead a vibrant and dedicated team of specialist Maths teachers to make a significant impact on the quality of teaching and learning and curriculum development in the Maths department.

The successful candidate will join a supportive team and will have the opportunity to work closely with experienced practitioners across the Academy to extend and develop their own practice. The post would be suitable for a teacher of Maths who currently holds a position of responsibility and is looking to seek a new opportunity to continue their progression and is motivated to take on a new challenge and deliver successful outcomes.

St Matthew Academy is a diverse, vibrant, Catholic all-through school for girls and boys aged 3 to 16, where there are high expectations for everyone in our community. At St Matthew Academy our school motto is '*let your light shine*' and we ensure that we live this vision every day at the academy by encouraging, promoting and celebrating success with all of our pupils in everything that they do. Our academy is situated between Blackheath and Lewisham in South East London, benefitting from excellent public transport and road links to all parts of London and Kent. Our magnificent buildings offer state of the art resources and the latest technology. Our primary and secondary phases are situated on one site allowing a truly unique all through setting with opportunities for transition, collegiate working and subject development.

The successful candidate will be in sympathy with our Catholic ethos, passionate about enabling every child to exceed expectation, well organised and able to support teaching. Candidates who have extremely high expectations for themselves, pupils and staff; engage pupils with their enthusiasm for learning and keen to take a full and active role in the life of the school are strongly encouraged to apply.

**We Offer:**

- Fantastic pupils with enormous potential
- Staff who are supportive towards each other and enjoy working collaboratively with one another
- A personalised programme of professional development and coaching for teachers and support staff
- Strong links with our outstanding partner schools, giving opportunities for unrivalled promotion, collaboration and CPD
- A fully equipped gym and fitness suite that is well used and free for staff
- Season Ticket Loan, Childcare Vouchers, a Cycle-to-Work Scheme and Tech Scheme

We welcome visits to the Academy prior to application. To arrange, please contact Tony Peel, Assistant Headteacher for Maths via [TPE@stmatthewacademy.co.uk](mailto:TPE@stmatthewacademy.co.uk).

To apply please complete an application form and monitoring form, and return it to [HR@stmatthewacademy.co.uk](mailto:HR@stmatthewacademy.co.uk) (CVs are not accepted).

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## St Matthew Academy Maths Department Information

The Maths department at St Matthew Academy consists of an energetic and motivated team. It is made up of seven members of staff with a vast array of expertise and subject knowledge. Within this group of excellent teachers we have a superb mix of experience, from individuals with over 15 years experience to those who are starting their journey in teaching and are ambitious to make the difference to a pupil's education. The department benefits from having members of senior leadership and colleagues with pastoral responsibilities. This adds a wealth of support and understanding to the team as we continue to aim even higher. The team has developed strong links to the two outstanding schools partnered to the Academy ([St Thomas the Apostle College](#) and [Sacred Heart Catholic School](#)) which has allowed all sides to benefit from the sharing of good practise. As an all through school we also benefit from a close relationship with our primary colleagues allowing even further knowledge and experience to be shared easily.

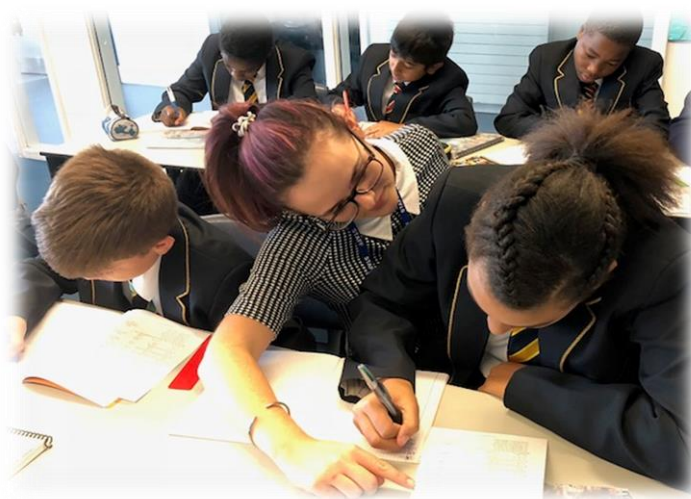
Our recent results show how committed and hardworking our pupils and department are. Our past three year trend in terms of GCSE grades 9-4 and 9-5, show superb increases which we wish to build upon

even further in future years. A positive Progress 8 score also highlights our desire to ensure that all pupils achieve the highest possible grade they are capable of. The support and guidance we offer to all year groups shows the care and dedication that we have as a department for the pupils here at the Academy.



MATHS GCSE GRADES	2016	2017	2018	Lewisham average (provisional)
9 to 4 grades (A* to C)	66%	73%	74%	68%
9 to 5 grades	N/A	56%	57%	47%

The department offers a thorough and challenging curriculum throughout the secondary phase ensuring that pupils develop their abilities completely in maths. In Year 7 and 8 pupils cover a range of topics including number, algebra, handling data, ratio and proportion, shape and space. This allows pupils to develop prior knowledge of mathematics as well as learning new topics. Pupils start the GCSE curriculum in Year 9 following the Edexcel Mathematics linear GCSE (1MA1). Our priority therefore is to ensure that their independent study skills and advanced knowledge are fully developed to allow them to progress with their GCSE studies as smoothly as possible. The Maths department also utilise a number of ICT resources to help support pupils with their progress and achievement. They include Hegarty maths, used successfully by all year groups, and PIXL maths resources.



We look to enrich pupils' understanding of the subject and ignite their enthusiasm and appreciation for maths in a variety of ways. We regularly take part in the UK Mathematics Challenges and host various events through the year such as Pi day and Problem solving week to engage pupils and promote their interest in maths. The department also runs weekly clubs for pupils to attend and offers trips to Universities to attend events such as the Institute of Mathematics and its Applications Festival of Mathematics.

If you wish to come and join this rapidly improving team and be a part of our journey to outstanding then we would very much like to hear from you.

# Job Description

**Role:** Head of Maths

**Salary Range:** Main Pay Scale / Upper Pay Scale + TLR 1A

**Accountable to:** The Head of School and SLT with delegated responsibilities

**Performance Management:** The post-holder will be subject to the Academy's annual Performance Review process. A pay review will be part of this process.

**Job Purpose:** To ensure delivery of high standards and achievement in Mathematics and strategically plan, monitor and evaluate the work of staff within the department, across the academic year. To support a smooth transition between primary and secondary, and promote parental engagement in the work of the department, providing a range of opportunities for parents to be involved in supporting their child's learning. To develop and embed literacy and ICT skills across the department's curriculum plans and promote numeracy across the curriculum.

**PART ONE:** To meet the requirements for all teachers as set out in the Academy Teacher's Job Description.

## **PART TWO: Key Tasks and Responsibilities**

### **Accountability**

- In the Autumn term to prepare an annual report & analysis for the Head of School on the year's public examination results in Mathematics, target-setting outcomes and proposed future targets.
- To prepare a termly report on progress & standards within the department including staff absence, behaviour, rewards, standards of achievement by group and year, enrichment activities and department highlights.
- To work with the Assistant Headteacher - Director of Maths, in leading and supporting the Maths department, particularly in raising the quality of learning and attainment of students within the faculty and across the Academy by leading, developing and enhancing the teaching practice of others within the Maths department.
- To produce reports for and attend SLT meetings and governors' meetings as occasionally required.

### **Strategic Direction and Development**

- To be a collaborative, strategic and supportive member of the middle leader team of the Academy, playing an important role in the progress of the Academy in its development as an innovative, high performing, and emotionally intelligent organisation with a Christian ethos.
- Support the development and consistent application of Academy policies and practices that promote high achievement and inclusion through effective teaching and learning.
- Play a key role in creating an environment within which the students and staff develop and maintain positive attitudes towards each other, the environment, the community and teaching and learning.
- Provide a regular and wide range of opportunities for staff within the department to work collaboratively, develop independence and grow in confidence in preparation for career progression.
- With the agreement of the Head of School, to allocate appropriate duties and responsibilities amongst the department staff according to workload, experience, interest and TLR level.
- To keep the Head of School, strategic team, Facilities Manager and other colleagues advised as appropriate, concerning the provision of resources or concerns about the working environment.
- To co-ordinate the work of the department staff team, holding regular meetings according to agreed schedules with agendas and minutes circulated.
- Use national, local and Academy data effectively to monitor, evaluate and analyse student progress; planning and implementing effective intervention to support all students to achieve highly, to develop self-esteem and to inform Academy policies and practices, expectations and teaching methodologies.
- Contribute to the Academy Improvement Plan and the annual cycle of related documentation.

- Liaise effectively with all stakeholders including parents, members of the Pupil Council, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy strategic objectives.
- Be involved in networking with other partner schools, innovative and high achieving schools and other relevant networks; in order to learn more about the ways that other institutions are effecting change and transformation.

### **Career & Professional Expertise Development**

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-Academy events and strategies in order to foster greater awareness of whole school strategic planning.

### **Other Duties**

- To organise and encourage appropriate school trips/visits linked to curriculum.
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in the Academy performance management arrangements as appropriate.
- To adhere to published Academy policies and procedures
- Attend regular meetings as per the Academy calendar
- To undertake such other duties, training and/or hours of work as may well be required by the Head of School within a reasonable workload and which are consistent with a Head of Mathematics role.

# Person Specification

## Professional Qualifications and Attributes

1. Qualified Teacher Status.
2. First degree or equivalent.
3. Relevant specialist qualifications and experience in your subject specialism with the ability to teach at all Key Stages and all abilities.
4. Outstanding classroom practitioner.
5. Commitment to improving practice through reflection, appropriate professional development and through being open to advice and feedback.
6. Evidence of continuing professional development or relevant research.

## Professional Knowledge and Understanding

1. Thorough knowledge and understanding of curriculum requirements and developments within your subject specialism.
2. Evidence of commitment to the principles and policies of equal opportunities.
3. Secure knowledge and understanding of a range of Assessment for Learning strategies.
4. Secure knowledge and understanding of how to make effective personalised provision for all students, including those for whom English is an additional language and students who have special educational needs.
5. The implications of the Special Educational Needs and Disability code of practice.
6. Up-to-date knowledge of current educational developments relevant to whole school issues.

## Professional Skills

1. Good communication skills.
2. Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice.
3. Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners.
4. Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice.
5. Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners.
6. Ability to design opportunities for learners to develop their literacy, ICT, thinking skills and problem solving skills within your subject area.

## Personal Qualities

1. Energy, enthusiasm, determination and an insistence on high standards.
2. A willingness to learn new skills and approaches and to share the experience with others.
3. Ability to relate to students, parents and carers, colleagues and other partners.
4. A passion for the value your subject can bring to students and a commitment to the ethos of the wider life of the Academy.
5. Be able to work under pressure, prioritise and manage time effectively.
6. Be in sympathy with the Catholic ethos of the Academy.



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