

BEDFORD CATHOLIC SCHOOLS
ST THOMAS MORE TEACHING SCHOOL



Vacancy Application Pack
Head of Mathematics
Salary: MPS/UPS plus TLR

Closing Date:
Sunday, 27th October 2019, midnight



Message from Head Teacher

Dear Applicant,

Thank you for expressing your interest in our Head of Mathematics vacancy at St Thomas More Catholic Secondary School.

It is my great privilege to be the Head of St Thomas More Catholic Secondary School. It is an excellent school with a fantastic Sixth Form. Above all, it is a special place for students to learn and grow.

We are placed in the top 5% of schools nationally for progress made with students (DfE, 2017). Among our many points of celebration we are:

- Graded Outstanding (Diocese of Northampton, 2017)
- In the top 100 most improved schools in the country (DfE, 2013)
- Graded Outstanding (OFSTED, 2011)
- One of the first cohorts of schools awarded Teaching School Status (National College, 2011)
- The only school in the area awarded the NACE award for our work with Able, Gifted and Talented students

These fine achievements are thanks to the hard work of teachers and students. We expect the very best for all our students and work hard to maintain the wellbeing of staff. Excellent CPD programmes can be accessed with fantastic and exciting opportunities to become an SLE within our Teaching School.

Leadership and Ambition

St Thomas More School is characterised by Outstanding Leadership at all levels of the organisation. I am blessed to work with some truly exceptional leaders who place the needs of students at the centre of every decision. It is through their integrity and commitment that teachers new to the profession are inspired to work in the right way and experienced colleagues are valued for their insights.

We have very high expectations and insist upon impeccable standards of behaviour. Our students are required to dress smartly, be polite and courteous, and prepared to engage fully in their learning.

Our school is a vibrant, well-ordered and friendly environment. Our students are happy and confident; our staff are experts in their field. Together we work hard to make St Thomas More a truly excellent school.

If you feel you would like to work in our outstanding school then we would like to hear from you and we look forward to receiving your application.

Yours faithfully

Martin Bonner
Head Teacher



Message from Executive Principal, Bedford Catholic Schools

Dear Applicant,

Bedford Catholic Schools are a strong collaborative, working together to provide outstanding Catholic education for the children of Bedford. We have been serving the Bedford community for over fifty years.

The St Francis of Assisi Academies Trust was formed in April 2013 when the schools joined together to become a Multi Academy Trust (MAT). As a MAT, we believe we offer a truly unique journey for pupils across all age ranges - from our nursery provision to post-16 study.

We offer seamless academic and pastoral support, grounded in our Gospel values, to pupils in all stages of their educational journey. Our schools – [St John Rigby Primary](#), [St Joseph's and St Gregory's Primary](#) and [St Thomas More Secondary and Sixth Form Centre](#) – are all rated good or outstanding.

Through the [Inspirit Teaching School](#), the Trust leads in the training and professional development of teachers, support staff and head teachers across the local area and the diocese of Northampton, as well as contributing to the raising of standards through extensive school-to-school support. Our teachers have the opportunity not only to receive high quality CPD through the teaching school but also to deliver and be part of CPD planning and implementation.

The success we have had so far is down to the highly talented and dedicated support staff, teachers, leaders and governors in our Trust. We are committed to ongoing development in each school and across the Trust and as a member of our team, you will have the opportunity to work with staff across all of our schools.

Our schools are exciting, thriving communities and we endeavour to ensure that our students leave us as well-rounded, well-educated young people. If you have the drive and enthusiasm to help our students to achieve even more, we would love you to join us.

Yours faithfully

Tony Bishop
Executive Principal
Bedford Catholic Schools



Head of Mathematics
MPS/UPS plus TLR £9927 per annum
To start January 2020

St Thomas More is a popular, oversubscribed school and have an exciting opportunity for a highly skilled and innovative Teacher to lead our friendly and supportive Mathematics department. You will join a team of dedicated practitioners committed to sharing outstanding practice and continue to build on the department's good results at GCSE and A level.

You will have:

- The opportunity to teach from Year 7 to Key Stage 5
- The commitment to raise the educational achievements of all students
- A strong record of outstanding teaching practice and leadership with clear evidence of positive impact
- Excellent organisational and communication skills
- Good ICT skills

In return we can offer a supportive and caring work environment with opportunities to undertake bespoke training for middle leadership into SLT through our Teaching School.

Closing date: Sunday, 27th October 2019 midnight
Interviews will be held on: 29/30 October 2019

How to apply

Should you wish to apply for the post, please download the application form from our school website www.st-thomasmore.org.uk, alternatively, you may request a copy of the application form by contacting hr@stm.beds.sch.uk.

Please send completed applications to hr@stm.beds.sch.uk or by post to:
St Thomas More Catholic Teaching School, Tyne Crescent, Bedford MK41 7UL.

Should you have any questions regarding the post or application process, please contact Karen Sallows, Personnel Manager 01234 400222 ext 230 or ksallows@stm.beds.sch.uk

Safeguarding

Bedford Catholic Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.



Welcome to
St Thomas More Catholic Teaching School
Mathematics Department

The Mathematics department results are good with 73% of students achieving grades 9 – 4 in 2019. This is the result of the hard work and dedication from all the Mathematics staff and students.

There are 12 teachers within the Mathematics Department who are all committed to maintaining and stimulating student interest and enjoyment in this core subject, as well as promoting thinking and problem solving skills.

All groups in KS3 and KS4 are set by ability and SEN support is provided where necessary. The Mathematics Department offers KS5 courses in Mathematics and Further Mathematics.

Schemes of work for KS3, KS4 and KS5 are developed around the Edexcel specification and also provide students with the opportunity to develop their functional application of mathematics. We have adopted a Mastery approach to teaching mathematics at KS3, with the aim of consolidating students' conceptual understanding of the subject, while also making it applicable to real-life. We enjoy a collaborative approach to lesson planning and the well-being of all our teachers is at the heart of our Department ethos.

The department offers a Mathematics club after school and drop in clinics at lunch times as well as small group intervention programmes in the evenings. We also run G&T programmes throughout the year and are actively engaged in promoting the subject across the curriculum.

There is excellent support within the Department, with opportunities to develop and progress. Both NQTs and experienced teachers are invited to apply to be part of this successful department



Curriculum Leader - Mathematics

Purpose:

- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Directors and Headteacher of the school
- To achieve standards and targets set by the Assistant Headteacher for that curriculum area
- To act as a Curriculum Leader and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.

Reporting to:

- Assistant Headteacher

Responsible for:

- The provision of a full learning experience and support for students.

Liaising with:

- Head/SLT, Teachers, relevant support staff, LEA representatives, external agencies and parents.

Working time:

- 195 days per year. Full time

Disclosure level:

- Enhanced

Key role:

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students to follow this example.

Operational/Strategic Planning:

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- The day-to-day management, control and operation of the curriculum.
- To assist in monitoring and following up student progress.
- To assist in the implementation of School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, etc.
- To work with colleagues to formulate aims and objectives for the area which have coherence and relevance to the needs of students and to the aims and objectives of the school.



- To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To support the relevant manager with the integration and development of e-learning in the area.

Curriculum Provision:

- To liaise with the Assistant Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the school's strategic objectives.

Curriculum Development:

- To support curriculum development within the area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Assistant Headteacher to maintain accreditation with the relevant examination and validating bodies.

Staff Development – Recruitment/Deployment of Staff

- To work with the AHT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

Quality Assurance:

- To implement, inform and monitor the school's WSSR system within the area.
- To assist in the process of the setting of targets within the area and to work towards their achievement.
- To help establish common standards of practice within the area and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek, implement modification and improvement where required within the relevant curriculum area.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.



- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the identification of exam entries within the department.

Communications:

- To help ensure that all members of the area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Marketing and Liaison:

- To lead and monitor the marketing strategy of the area
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases and the production of other promotional material, such as flyers, DVDs, etc
- To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.

Management of Resources:

- To assist the AHT to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other areas to ensure a sharing and effective usage of resources to the benefit of the school and the students.

Pastoral System:

- To monitor and support the overall progress and development of students within the curriculum area.
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to the school policy.
- To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.

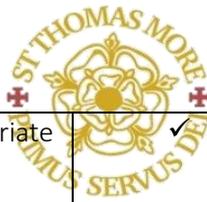
Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.



PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL	DESIRABLE	EVIDENCE
1 Mainstream secondary school teaching	✓		<ul style="list-style-type: none"> • Application Form • Interviews • Presentation Exercise
2 Teaching in a Catholic School		✓	
3 Medium and long term planning for school improvement	✓		
4 Management and development of the curriculum at KS 3,4 and 5	✓		
5 Team management / staff development responsibility	✓		
6 Resource and budgetary management		✓	
7 Links with industry and commerce		✓	
FAITH COMMITMENT			
1 Understanding of the distinctive nature of the Catholic School		✓	<ul style="list-style-type: none"> • Interviews
2 Willingness to contribute to the Catholic Ethos of the school		✓	
FORMATION			
1 Qualified Teaching Status	✓		<ul style="list-style-type: none"> • Application Form • Certificates and Diplomas • Interviews
2 Degree in subject or related subject equivalent	✓		
3 Further relevant qualifications / study		✓	
APTITUDES			
1 Ability to demonstrate vision, leadership and clarity of purpose.	✓		<ul style="list-style-type: none"> • Interviews • Application Form • References • Presentation Exercise
2 Strong organisational skills	✓		
3 Ability to listen / communicate clearly with a range of audiences	✓		
4 Ability to foster positive relationships with adults / students	✓		



5 Ability to develop and maintain appropriate and efficient administrative systems	✓	
6 Ability to manage change	✓	
7 Ability to monitor and evaluate the performance of the curriculum area		✓

Current Senior Leadership Team

- Martin Bonner Head teacher
- Bernadette Grimley Deputy Head teacher/Head of Teaching School
- John Hopkins Assistant Head teacher (Pastoral and Inclusion)
- Paula Brazier Assistant Head teacher (Data Analysis, Exams and Standards)
- Carole Soraghan Assistant Head teacher (Teaching and Learning)
- Kirsten Bernard Director of Sixth Form
- Mechelle Claxton Assistant Head teacher/SENCO
- Donna Smith Assistant Head teacher (Careers)

Contact details

St Thomas More Catholic Teaching School, Tyne Crescent, Bedford MK41 7UL

School reception – 01234 400222 email@stm.beds.sch.uk

Web: www.st-thomasmore.org.uk

 [Twitter: @STMBedford](https://twitter.com/STMBedford)