



# Applicant Information Pack



Job Title: Director of Mathematics

Scale: L11-15 (£63,815 - £70,293)

Required: September 2025

Closing date: Noon on Monday, 24<sup>th</sup> February 2025

Interviews to be held w/c 3<sup>rd</sup> March 2025



# Contents

Letter from the Principal	Page 3
Our Mission	Page 4
What We Offer Our Staff	Page 6
Job Description	Page 7
Person Specification	Page 11
Application Process	Page 14



# Letter from the Principal



Welcome to Cowley International College and this exciting opportunity to work with us.

I hope that you find the information in this pack useful and that it gives you an insight into our friendly and supportive family.

Cowley is a warm, caring and vibrant community – there is always something happening here in our school, whether that be dance shows, sporting events, clubs or special guest talks.

We value every person at Cowley and we are driven by an underlying philosophy captured in five words, 'Achieving the highest standards together'.

We believe that every young person deserves the best possible education, regardless of background and ability, and we work with determination to ensure that we unlock their potential.

If you share our high expectations and strong desire to help young people succeed, then you will be very successful working with us.

It is important to us that we appoint the right person and, if that is you, you will be hardworking and have a clear commitment to changing young people's lives for the better. The children and families of Cowley deserve nothing less.

I look forward to meeting you at interview.

Russell Cormack, Principal



# Our Mission

Cowley is a high school and Sixth Form College with approximately 1500 students, of which 260 are in the Sixth Form. We are steeped in history and one of the oldest schools in St Helens, if not the oldest, having been founded in 1716.

Our mission statement is shaped by our vision for all Cowleians to achieve the highest standards together, articulated by our school motto:

*'Non sibi sed omnibus', which translates as 'Not for oneself but for all.'*

We have six Cowleian characteristics that we encourage our students to be:

- Aspirational
- Considerate
- Good Communicator
- Healthy
- Independent
- Positive Contributor

Through teaching and providing an environment that is stimulating, safe and caring, we encourage all students to develop themselves and to support each other to achieve their full potential.

Cowley was graded as 'Good' by Ofsted in November 2021. The report stated:

*'Pupils, including students in the sixth form, said that Cowley International College is a special place to learn' and 'Pupils described their school as a welcoming and friendly community where 'people smile at one another'.*





A strong link with St Helens Rugby League Club, who have training facilities within the college grounds, has been built up over a number of years, providing fantastic opportunities for students who have an interest in sport.

The College's tenacity to move with the times and offer its students an outstanding curriculum, inside and outside of the classroom, is what secures Cowley's reputation of providing a well-rounded education.







## What We Offer Our Staff

Our staff are our most important asset and their well-being is of utmost importance to us. All our staff, at every stage of their careers, have access to expert support and training. We offer:

- To work with amazing Cowley students
- Flexible working opportunities, including offsite PPA
- Enhanced PPA above entitlement
- Staff 'Golden Ticket' leave of absence scheme
- Supportive Leadership Team
- 'TLC' sessions investing in personal development for all colleagues
- Access to formal qualifications for career progression, e.g. NPQs, apprenticeships
- Teachers' Pension/Local government pension schemes and recognised continuous service
- Free flu vaccine
- Discounts and online offers at major high street/online retailers
- Staff get together at the end of term
- 24/7 Employee Assistance Programme offering advice to you and your family around legal, financial, health as well as free counselling
- Cycle to Work scheme
- Strong links with NW3 Maths Hub, offering CPD opportunities



JOB DESCRIPTION: ASSISTANT PRINCIPAL – DIRECTOR OF MATHEMATICS  
SCHOOL GROUP: 7  
RESPONSIBLE TO: The Principal and Governing Body

**PRIMARY PURPOSE OF THE POST:**

To assist the Principal with the leadership and management of the college in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

**PRINCIPAL RESPONSIBILITIES:**

Responsible for:

- i) the professional duties of Assistant Headteacher as set out in the current Teachers' Pay and Conditions Document;
- ii) taking responsibility for the professional duties of the Principal as set out in the current Teachers' Pay and Conditions Document in the absence of the Principal.
- iii) Strategic leadership of mathematics

**KEY AREAS OF RESPONSIBILITY:**

1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE COLLEGE

Work with the Principal in:

- a) fulfilling the Mission Statement;
- b) formulating the educational aims, objectives and targets of the college and policies for their implementation;
- c) ensuring and agreeing the production of the College Development Plan;
- d) monitoring and evaluating performance of the college and its achievements, responding and reporting to the Principal as required;
- e) motivating staff and pupils through interest and encouragement;
- f) implementing the Governing Body's policy on equal opportunities;
- g) participating to such an extent as may be appropriate, having regard to the Deputy Principal's other duties, in teaching pupils at the college;
- h) assisting in the task of ensuring that management, finances, organisation and administration of the college support its vision and aims and are appropriate to the college's present and likely future resources;
- i) assuming responsibility for the discharge of the Principal's functions at any time when he is absent from college.

2. TEACHING AND LEARNING

Work with Principal:

- a) in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:
  - follows the curriculum policy of the Governing Body and meets statutory requirements;



- is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
  - fulfils the statutory duties in relation to the Curriculum including the National Curriculum.
- b) in developing means whereby:
- college policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
  - the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
  - information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the college;
  - there is continuity of learning and of progression for all pupils;
  - challenging targets are set for pupil attainment leading to whole college improvement.
- c) in providing a curriculum for the spiritual, moral, social and cultural development of all pupils;
- d) in ensuring appropriate pastoral care and guidance for all;
- e) in determining the appropriate pupil groupings;
- f) to determine and publicise the means for promoting:
- pupils' self-discipline;
  - respect for self, others and authority;
  - good behaviour on and off college premises in accordance with any written directions of the Principal.
- g) in promoting a college ethos which extends opportunities for learning and encourages extra-curricular activities.

### 3. LEADING AND MANAGING STAFF

Work with the Principal:

- a) in reviewing and assessing the staffing structure of the college;
- b) in the key task of selecting and appointing all staff, in accordance with their delegated responsibilities;
- c) in deploying and managing all staff appointed to the college;
- d) by promoting and developing good management practice, positive participation, effective communication and clear procedures;
- e) by supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the college and in the identification of areas in which he/she would benefit from further training to include undergoing such training;
- f) in the implementation of staff development policies appropriate to college with regard to:
  - the induction of new and newly qualified teachers and other staff;





- the development of professional knowledge, skills and abilities including those necessary for career development;
  - the provision of professional advice, support and training;
  - the provision of references where relevant to career progression.
- g) by maintaining positive and professional relationships with individuals and groups including staff unions and associations;
- h) by demonstrating effective leadership through good professional practice;
- i) by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

#### 4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Work with the Principal:

- a) to implement the policies and procedures of the Governing Body concerning the resource and premises management of the college;
- b) to allocate, control and account for those financial and material resources of the college;
- c) to ensure the security, maintenance and cleanliness of the college and its surroundings in accordance with any Local Education Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation, and as directed by the Principal;
- d) in seeking to provide an attractive environment which stimulates learning and enhances the appearance of the college;
- e) to ensure that the external agencies and services contracted to the college operate efficiently and effectively.

#### 5. ACCOUNTABILITY

In relation to the Governing Body:

- a) to advise and assist in the exercising of its functions when requested;
- b) to attend meetings of and report to the Governing Body as required.

In relation to the community:

Work with the Principal by:

- a) developing and maintaining positive relationships with the community;
- b) ensuring that the college recognises and meets its responsibilities in the life of the local community;
- c) developing links with local employers for the benefit of the pupils and the college;
- d) promoting a positive image of the college.

In relation to parents and those with parental responsibility, work with the Principal in:

- a) building an effective partnership between the college and parents recognising them as the first educators of their children;
- b) promoting understanding of the mission, aim and ethos of the college through provision of regular information to parents about:
  - the college curriculum



- the progress of their children
- other matters relating to teaching methods and organisation
- and opportunities for dialogue between parents and staff, and for their involvement in the wider life of the college.

In relation to the Local Education Authority, and as directed by the Principal, to liaise and work in partnership with officers and support services; this is to include monitoring and evaluation of the college.

In relation to other schools, colleges and educational bodies, work with the Principal:

- a) by promoting continuity of learning, progression of achievement and curriculum development;
- b) by arranging for effective transfer and induction of pupils;
- c) by maintaining effective liaison;
- d) by maintaining effective relationships with other schools;
- e) by providing training and work experience placements for school and college students as appropriate in accordance with college policy.



## Person Specification

### Director of Mathematics

		Essential	Desirable	Where Measured
<b>Knowledge and special aptitudes</b>	Ability to drive forward the agenda of high standards across the college	✓		A/I/R
	Excellent use of data to improve standards	✓		
	Knowledge of Ofsted framework, national educational initiatives, trends and curriculum developments	✓		
	Excellent strategies for discipline	✓		
	Ability to think strategically	✓		
<b>Experience</b>	At least 5 years teaching experience (secondary)	✓		A/I
	Consistently good or better teaching ability (new Ofsted Framework)	✓		
	Contributing to the effective raising of standards	✓		
	Effective management and leadership of whole college developments	✓		
	Demonstrable evidence of raising the standards of learning and teaching	✓		
	Effective management of change	✓		



		Essential	Desirable	Where Measured
	Use of technology to improve systems that raise student achievement	✓		
	Effective line management of staff	✓		
	Experience of working in an urban school environment		✓	
	Experience and expertise in teaching and leading Maths across all key stages		✓	
<b>Professional Development</b>	Evidence of relevant further professional development	✓		A/I/R
	Evidence of leading on the professional development of staff	✓		
<b>Qualifications</b>	QTS (Secondary age range)	✓		A
	Honours Degree	✓		
	Further professional qualification e.g. Leadership Pathways		✓	
<b>Other Circumstances</b>	Be solution not problem focussed.	✓		A/I/R
	Team player	✓		
	Display an awareness, understanding and commitment to the protection and safeguarding of children and young people	✓		
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	✓		



		Essential	Desirable	Where Measured
	Outstanding references	✓		
	A commitment to the wider life of the school and its community development.	✓		
<b>Personal qualities, skills and characteristics</b>	Build and maintain effective relationships through effective interpersonal skills	✓		A/I/R
	Excellent communication skills	✓		
	Inspire, challenge, motivate and empower others	✓		
	Think creatively to anticipate and solve problems	✓		
	Develop effective teamwork and be able to contribute effectively to a range of teams	✓		
	Think strategically and contribute to creating a coherent college vision	✓		
	Manage and resolve conflict	✓		
	Reliability, integrity, resilience and tenacity	✓		

A: Application Form

I: Interview

R: References





# Application Process

If you would like to join the Cowley family and you have the passion, drive and aspiration to ensure that all learners achieve their potential, please go to the job vacancies section of St Helens Council website [St Helens Jobs Online \(sthjobs.azurewebsites.net\)](http://sthjobs.azurewebsites.net) and apply online. Alternatively, please apply via TES [Cowley International College - Tes Jobs](#).

Applicants are encouraged to visit the college. Please contact Karen Joinson, PA to the Principal, on 01744 678030 or email [jobapps@cowleysthelens.org.uk](mailto:jobapps@cowleysthelens.org.uk).

Cowley is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. Our recruitment procedures follow Keeping Children Safe in Education guidance.

Offers of employment may be subject to the following checks (where relevant):

- Childcare disqualification
- Disclosure and Barring Service (DBS)
- Medical
- Online and social media
- Prohibition from teaching
- Right to work
- Satisfactory references
- Suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

