



March 2019

Dear Candidate

Thank you for your interest in the post of **Teacher of Mathematics** at St Katherine's School. This is a permanent post available from **1 September 2019**.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#)

We are proud to be a fully inclusive comprehensive school and value every young person within our community. Teachers tell me they like teaching here because they get to extend themselves and feel they share their subject at the highest level. Equally, teachers tell me they get a real feeling of satisfaction from teaching some of those in our society who face the biggest challenges. We try to make it happen for every student, whatever their starting point in life. We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust, situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post and how to apply can be found on the school [website](#). Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is midnight **20 March 2019**. Interviews will be held during w/c **25 March 2019**.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

**Justin Humphreys**  
**Headteacher**

## **Teacher of Mathematics**

<b>School:</b>	<b>St Katherine's School</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Contract:</b>	<b>Permanent. Required from 1 September 2019</b>
<b>Salary:</b>	<b>£23,720 - £39,406 pa</b>

We are seeking to appoint an experienced Maths Teacher and subject specialist to teach maths across all key stages, including the possibility of teaching A Level. For the right candidate this post offers an opportunity for SLE accreditation and the prospect of working across schools within the Cathedral Schools Trust.

The successful candidate will be:

- an outstanding teacher passionate about teaching and committed to improving the learning outcomes of all students
- able to demonstrate a strong track record of raising student attainment and accelerating progress through their teaching and bringing creative ideas to the classroom
- a team player, keen to work collaboratively and contribute to a strong ethos of sharing good practice, resources and ideas
- self-motivated and well organised with a drive for continued learning

This is an exciting time to join us. We believe that maths is an exciting subject and numeracy should be central to a young person's curriculum. As a faculty we are working at developing a mastery approach at KS3 to provide the understanding our students need to tackle the problem solving skills that allow learners to succeed at GCSE. We look to provide many enrichment opportunities based around STEM to inspire and motivate mathematicians for the future. Students enjoy maths at St Katherine's and it is an increasingly popular subject choice at A level.

The successful candidate will be joining a creative and dedicated team that is characterised by high support and high challenge and a willingness to develop as professionals through sharing good practice with one another. We are committed to staff development and offer a comprehensive Teaching and Learning CPD programme.

St Katherine's is a vibrant, medium sized 11 – 19 mixed comprehensive school and part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural setting. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer. All at St Katherine's believe that there are no limits to what a young person can achieve. Through focusing on high quality learning and teaching we work tirelessly to educate young people for academic success and life.

Further information about the school, the post and how to apply can be found on the school [website](#)

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**Closing Date: Midnight 20 March 2019**

**Interview date: during w/c 25 March 2019**



St. Katherine's School



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<b>Post Title:</b>	TEACHER OF MATHEMATICS
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the Maths Faculty as appropriate.</li> <li>To monitor and support the overall progress and development of students</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>To contribute to raising standards of student attainment.</li> <li>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Head of Faculty
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Teaching/support staff, LA/Trust representatives external agencies and parents.
<b>Working Time:</b>	195 days per year. Full-time.
<b>Salary/Grade:</b>	TMS/UPS.
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Maths Faculty</li> <li>To contribute to the Curriculum Area development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to the whole school's planning activities.</li> </ul>

<b>Curriculum Provision:</b>	To assist the Head of Faculty and Key Stage 3 Co-ordinator, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
<b>Curriculum Development:</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
<b><u>Staffing</u></b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the Maths curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>

<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To apply the Behaviour management systems so that effective learning can take place.</li> </ul>

<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
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<b>Other Specific Duties:</b>
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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#### **PERSON SPECIFICATION**

**Job Title: Teacher of Mathematics**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Relevant Degree  Qualified Teacher status	
<b>Knowledge and Experience</b>	Successful teaching experience in one or more secondary schools.  Good working knowledge of the designated curriculum area.	Ability to teach A level maths/further maths
<b>Skills and Aptitudes</b>	The ability to maintain excellent standards of work and conduct in the classroom  A pro-active team worker who recognises their responsibility to themselves and to their colleagues to develop further the aims of the school through participating in curriculum design and development work and working with students and their parents/carers as partners	

	<p>Use of assessment to inform planning and teaching so that all learners make good progress</p> <p>Excellent inter-personal and communication skills</p> <p>The ability to listen</p> <p>Excellent administrative and organisational skills</p> <p>Able to use ICT to enhance learning opportunities</p>	
<b>Personal qualities</b>	<p>Able to maintain personal drive and energy.</p> <p>Ability to relate well to people at all levels.</p> <p>An enthusiasm to inspire students and their parent/carers</p> <p>Confidence to teach maths to students of high ability.</p> <p>An aptitude to work as part of a team whilst also being self-motivated and action-orientated.</p> <p>Personal integrity, dedication and commitment to the school.</p>	

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January 2017