



SAINT MARTIN'S  
*Catholic Academy*

# Assistant Head of Mathematics



Candidate Information Brief

Dear Candidate

Thank you for taking the time to find out more about Saint Martin's and the possibility of working in our Academy. Saint Martin's School was founded by the Dominican Order 70 years ago and the values of compassion and service, allied to uncompromising standards still underpin the work we do. Saint Martin's is an exceptional academy set in beautiful grounds in the historic village of Stoke Golding. We are hugely ambitious for all our pupils to achieve both academically as well as morally, socially and spiritually. Despite being a newly established 11-16 Academy, we have become one of the highest achieving schools at GCSE in Leicestershire. Our progress 8 in 2017 was 0.47 and 82% of pupils achieved 5+ A\*-C grades. Progress 8 in maths in 2017 was 0.8.

We believe that, with application and effort on the part of students, allied to high quality teaching from staff, all pupils can achieve academically. We place great emphasis on pupil behaviour, from an exemplary work ethic in the classroom through to politeness, charm and good manners throughout the school. This means teachers can focus on their primary role of teaching.

At Saint Martin's we have a knowledge-rich curriculum where teachers are the experts and their role is to share that expertise and love of a subject with pupils. We don't believe in gimmicks or entertainment in the classroom, just solid teaching, writing practice, memorisation and excellent questioning. Pupils become engaged in learning at Saint Martin's through becoming highly knowledgeable and skilled in a subject. We believe strongly that the role of the leadership team is to support teachers in that endeavour whether it is helping to ensure excellent behaviour in your classroom or providing time to develop the quality of teaching.

I am particularly interested to know why you think that you would be suitable for this post and your beliefs about the purpose of education. Please, therefore, make sure that this information is included as part of Section 8 of the application form.

If you decide to apply for the position, please complete and return a Teaching Staff CES application form, disclosure and a covering letter before the closing date to the Mrs Trotman (rtrotman@saint-martins.net). Please mark the envelope FAO Mrs R Trotman, PA to the Principal.

Please note, no further communication will be made until shortlisted candidates are invited for interview.

In the meantime, we wish you well.

Yours sincerely



**Mr C Wright**  
**Principal**

# Job Specification



**Job Title:** Assistant Head of Mathematics

**Salary:** TLR 2a

*In everything set them an example by doing what is good. Titus 2:7*

**Our Mission is for pupils to ‘learn the best that has been thought and said’ and know that they are loved by God.**

**All staff will:**

- Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- Model Saint Martin’s values to parents and students
- Be positive, dynamic and challenging in all aspects of work
- Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Share direct accountability for the establishment of Saint Martin’s as an extraordinary school.
- Take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Play an active part in the life of the school and its community
- Develop social cohesion and positive links with the whole of our local community
- Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- Undertake any other duties that may reasonably be required by the Principal.
- To uphold the [Department of Education Teacher Standards](#)

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

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## Job Description

### Role Purpose

#### Teaching

- To share your expertise in Mathematics with pupils.
- To embrace Saint Martin's approach to education which focuses on traditional teaching and knowledge acquisition.
- To help maintain the outstanding outcomes in Maths at Saint Martin's
- To take a key role in heading Maths at Saint Martin's
- To deputise for the AHT i/c of Maths when required.
- To undertake a designated programme of teaching across all key stages.
- Teach consistently high quality lessons
- To support in the delivery and planning of schemes of work and lessons.
- Be a role model for students inspiring them to be actively interested in Mathematics.
- To maintain appropriate records and to provide relevant accurate and up-to-date information.
- To complete the relevant documentation to assist in the tracking of students
- Set expectations for students in relation to standards of achievement and the quality of teaching and learning.



# Person Specification



## Person Specification

	Essential	Desirable
General/ Personal Qualities	<ul style="list-style-type: none"> <li>• Smart, business-like, professional appearance</li> <li>• Capacity for hard work under pressure</li> <li>• A team player, collaborative worker</li> <li>• Self-motivated</li> <li>• Ability to contribute greatly to the wider life of the School</li> <li>• Resilient</li> <li>• Strives for excellence in every aspect of school life</li> <li>• Determination and perseverance</li> <li>• Enthusiasm</li> <li>• Passionate</li> <li>• Patient</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Excellent classroom teacher</li> <li>• Ability to plan, assess and record accurately</li> <li>• Ability to meet targets and deadlines</li> <li>• Ability to motivate others</li> <li>• Excellent interpersonal and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• ICT competent</li> <li>• Experience and willingness to organise and run trips</li> <li>• An ability to show innovation and flexibility</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• A high level of expertise in Mathematics</li> <li>• Aware of National Curriculum requirements at all key stages</li> <li>• Awareness of current issues relating to subject area</li> <li>• Effective teaching</li> <li>• Monitoring, assessment, recording and reporting of pupil progress</li> <li>• Statutory requirements concerning Equal Opportunities, Health &amp; Safety, SEND and Safeguarding Children</li> <li>• Knowledge and experience of KS4 Mathematics courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of/running of subject area challenge in previous roles</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Teaching at all key stages of secondary education</li> <li>• Teaching at all ability ranges</li> <li>• Experience of teaching A Level</li> <li>• Experience of the delivery and assessment of KS4 controlled assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being a form tutor</li> <li>• Experience of writing a Mathematics Curriculum</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status and Degree</li> </ul>	

Signed..... Date.....  
Employee

This post is subject to an enhanced Disclosure and Barring Service check.

**Saint Martin's has a robust Child Protection Policy and verification of applicants' suitability to work with young people will always be sought.**

Please click [here](#) to download: Application Form

Notes to Candidate

Model Rehabilitation Of Offenders Act 1974 – Disclosure Form

