

Recruitment Pack



**LANCASTER UNIVERSITY
SCHOOL OF MATHEMATICS**

**CARDINAL
NEWMAN
COLLEGE**



Assistant Headteacher

We are extremely pleased that you are considering applying for the post of Assistant Headteacher to take up the post from 21st August 2024.

Lancaster University School of Mathematics (LUSoM) is one of seven Maths Schools in England and part of u-Maths the network linking us all. We are a specialist sixth form college bringing together talented mathematicians and creating a vibrant community where they are actively encouraged to explore the subjects they love.

We recruit the brightest and most talented maths pupils from across Lancashire, whatever their background, and bring them into an inclusive community of other exceptional students. LUSoM has a particular mission to reach out to under-represented communities and promote the study of maths, not least to girls.


Although LUSoM is a distinct institution as part of the Rigby Education Trust, set up and supported by Lancaster University and Cardinal Newman College, students at LUSoM receive exceptional teaching, experience first-class facilities, and follow a high-quality enrichment programme that encourages the practical application of maths and brings industry experts into the classroom. The curriculum is extended beyond maths and further maths A Level to provide a stretching and inspiring education.

We are committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

We welcome applications from suitably experienced and newly qualified teachers for appointment to this teaching post. Included in this job pack is information about LUSoM and the role. If you meet the criteria of this post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Application forms can be completed electronically via the on-line career page. The closing date for applications is 11.59pm on Monday 6th May 2024. If you would like to have a discussion about the role with the Head of School, please email nfleming@lusom.ac.uk to arrange this. Please contact the HR team if you require assistance or adjustments when completing the on-line application form. We do ask that you accept, in the interests of economy, that if you have not heard from us by the end of May you have not been selected for interview on this occasion. We will confirm receipt of all applications by email. Please call the HR team if you have not received a confirmation email by the closing date.

Yours faithfully,



Nick Burnham
Executive Principal

A photograph of four male students in a classroom setting. They are gathered around a table, looking at a laptop screen and some papers. One student is pointing at the screen. They are all wearing lanyards with ID badges. The background shows a window with a view of trees and a whiteboard with some text on it.

About Lancaster University School of Mathematics

ABOUT LUSoM

Lancaster University School of Mathematics (LUSoM), as part of the Rigby Education Trust, with Lancaster University and Cardinal Newman College, opened in September 2022 in Preston.

Specialist maths schools are supported by the Department for Education (DfE) and have an extensive outreach programme to support maths education in surrounding schools and to widen participation for mathematically able students from disadvantaged backgrounds to fulfil their potential.

For some school pupils, being naturally gifted in maths and science subjects can set them apart for the wrong reasons. A specialist maths school brings together these talented individuals and creates a vibrant community where they are actively encouraged to explore the subjects they love. The curriculum is extended beyond the standard maths A-level to provide a stretching and inspiring education delivered by LUSoM staff, members of Lancaster University and Cardinal Newman College.

LUSoM MISSION STATEMENT

Our mission is to enable the most able mathematicians from all backgrounds to realise their potential within an inspiring, inclusive and supportive learning community. Lancaster University School of Mathematics offers able young people within the surrounding areas access to world-class preparation for entry into mathematics-based university education at a standard which is unavailable within the mainstream state school system. We are a centre of excellence, which aims to share best practice throughout the region, raising achievement and aspirations for all. A substantial outreach programme is offered to feeder schools, with activities ranging from master classes and teacher INSET to mentoring individuals and sharing online resources. Additionally there is close collaboration with the Abacus North West Maths Hub.

Terms and Conditions

Working Hours	Full time
Salary	£55,094 per annum to £58,699 per annum dependent upon experience.
Pension Scheme	You will automatically become a member of the Teachers' Pensions Scheme (unless you opt-out). Further details are available at https://www.teacherspensions.co.uk/members/member-hub.aspx



Job Description

Assistant Headteacher

Responsible to: Head of School

Role Outline: As there is scope for considerable flexibility depending on expertise, the job description for the Assistant Headteacher role will depend on the skills of the successful candidate. As we are a small school, it is envisaged that the successful candidate would need to have the adaptability to take on both curricular and pastoral duties, including responsibility for teaching maths, physics or computer science. It is hoped that the successful candidate will undertake the new National Professional Qualification for Special Educational Needs Coordination as part of their professional development, should they not already hold an equivalent qualification.

A final job description will be devised before the successful applicant starts their role in August but an indication of the key responsibilities which it may entail are detailed below.

Main Duties and Responsibilities:

Leadership and Management

- To play a key role in the fulfilment of the educational aims, objectives and targets of LUSoM.
- To maintain and develop the ethos, values and overall purposes of LUSoM through involvement in strategic planning with the Head of School.
- To exercise duties in relation to the leadership and management of LUSoM, as set out in its policies and other relevant documents.
- To be a visible presence around school and a role model to all.
- To act as Ofsted nominee, if directed to do so by the Head of School.
- To carry out any other leadership and management duties as reasonably directed by the Head of School.

Curriculum

- To act as head of department for mathematics and computer science.
- To work with the Head on timetabling, student transfers and academic progression meetings.
- To lead on the university application process for students.
- To lead on mentoring, performance support and training for teaching staff.
- To have responsibility for provision for students with special education needs or a disability, including their welfare and educational outcomes.

Pastoral

- To have responsibility for the promotion of educational achievement of any looked after children or previously looked after children attending the Maths School, as Designated Teacher
- To lead on any behaviour management issues that arise and report actions taken to the Head of School
- To liaise with parents, external bodies and third parties in relation to pastoral care as appropriate.

Teaching

- To teach LUSoM students, maintaining outstanding standards of teaching and learning, fulfilling all the expectations of a classroom teacher at the Maths School.
- To be accountable for their student outcomes in all areas of the curriculum.
- To contribute to Maths School events e.g. open days, outreach etc.

Person Specification

Experience	Essential	Desirable
Successful and recent teaching experience of high-attaining students.	✓	
Successful experience of teaching Maths, Physics or Computer Science.	✓	
Successful leadership and management experience in a significant middle or senior leadership role.	✓	
Experience of collaborating on curriculum development and course design.		✓
Experience of safeguarding/child protection and the development of pastoral support in a school or college.		✓
Expertise in analysing student data at a whole school level.		✓
Success in preparing students for university entrance, including supporting UCAS applications.		✓
Experience of using innovative pedagogies, including ICT, group work, formative assessment, research projects etc.		✓
Experience of delivering CPD.		✓
Education, Qualifications and Training		
Excellent grades in A-levels or equivalent linked to some of the subjects delivered at LUSoM.	✓	
Good honours degree in a STEM or closely related subject, ideally in the subject to be delivered at A Level.	✓	
A teaching qualification (e.g. PGCE, DTLLS or equivalent)	✓	
Qualified Teacher Status	✓	
Knowledge/Skills		
An excellent classroom teacher.	✓	
The ability to deliver one or more of the subjects taught at LUSoM to university entrance standards.	✓	
The depth of knowledge and the mental agility to allow flexibility in lessons	✓	
Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly.	✓	
Ability to relate to and inspire students to develop their talents.	✓	
Ability to create effective rapport and a constructive relationship with students and staff, both in and out of school.	✓	
Ability to lead, enthuse and innovate.	✓	
Excellent communication and interpersonal skills.	✓	
Excellent organisational and administrative skills.	✓	
Ability to create effective rapport with, and inspire the confidence of, external partners such as teachers at other schools, employers, and university departments.	✓	
Ability to manage student progress and achievement and complete all relevant documentation.	✓	
Ability to set and achieve high standards for themselves, colleagues and students.	✓	
Personal/ Attitudes		
Commitment to the educational vision and the mission of the Lancaster University School of Mathematics.	✓	
Profound and continuing interest in the subject(s) to be taught.	✓	
Commitment to self-development.	✓	
Commitment to a student-centred approach to the learning process	✓	
Ability to work effectively in a number of different teams	✓	
Positivity, resilience, reliability and integrity.	✓	
Have a commitment to Equality/Diversity and Safeguarding of young people and vulnerable adults.	✓	
Have Disclosure and Barring Service clearance (following appointment).	✓	
Have the eligibility to work in the UK	✓	

The Lancaster University School of Mathematics has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates' suitability to work with children will be explored at interview and confirmed through references for the appointee



LUSoM PRINCIPLES

A WORLD CLASS TEACHING AND LEARNING ENVIRONMENT PROVIDING AN INSPIRING CULTURE OF ENQUIRY FOR STUDENTS AND TEACHERS

A central objective of the LUSoM is to promote a culture of outstanding teaching and learning in mathematics. It provides a culture and conditions where students have the support to flourish and where staff have the time to work with students individually and to reflect together on how continuously to improve teaching and learning in mathematics.

LUSoM provides students with an environment in which mathematical and scientific ideas are part of everyday conversation – extending well beyond the examination syllabus.

THE STUDENT AT THE HEART OF EVERYTHING

The learners' needs are at the heart of all the LUSoM does. Our focus, first and foremost, is to provide an education that enables gifted young mathematicians and scientists to flourish and succeed.

We welcome and encourage applications from talented mathematicians, regardless of their background. Our approach to recruitment and marketing, and the ethos of our school, ensures that all parts of our community feel that they are welcome and would flourish in the inclusive and supportive community.

Student voice is important in informing the learning environment. LUSoM recognises that learners are individuals, each with their own specific needs. We provide a safe, caring and supportive structure in which they can work. A holistic package of care is in place, reflecting the needs of the individual. We seek to develop the whole person in order that the mathematician can flourish.

INSPIRING THE NEXT GENERATION

Those who have studied at LUSoM will not only be highly qualified students but will have the necessary skills to excel on mathematics-related degrees at the very best universities. The enriched curriculum and links to Lancaster University and employers equips students with the necessary skills and experience to succeed at degree level and beyond, providing the UK with high performing mathematicians ready to work in business and industry.



CREATING A COLLABORATIVE LEARNING COMMUNITY

LUSoM is committed to extensive and ongoing outreach work. This work is central to identifying the most able mathematicians and to breaking down the barriers preventing some of the talented from continuing studying mathematics beyond GCSE level.

A significant opportunity is provided by the Abacus North West Maths Hub located at the Maths School's sponsor institution, Cardinal Newman College. LUSoM works with the Maths Hub to promote the study of mathematics, to encourage the best mathematicians to progress to the school, to identify the talented and to promote a collaborative community sharing best practice in mathematics teaching and learning.

WORKING WITH OTHER MATHS SCHOOLS TO DRIVE LASTING CHANGE

Lancaster University School of Mathematics is part of a developing national network of Maths Schools. In 2023, the LUSoM hosted a conference for teachers and staff members from all the maths schools under the banner of the "U-Maths Network"; leading on from the success of this initial conference, a new organisation is being set up to facilitate collaboration and sharing of best practice among the schools. With opening of several new maths schools in the coming year, there is vast potential for what this unique network might contribute to the future of mathematics and science in across the UK.

ADMISSIONS

LUSoM and its partners focuses some of its outreach work on identifying young people at key stage 3 who have a particular aptitude for mathematical study and may need extra support and guidance to succeed at key stage 4.

The admissions process is clear, fair, transparent and challenging to ensure that students are recruited appropriately and will benefit from and succeed within a maths school environment. Students are required to complete and submit an application form, sit an aptitude test and have an interview. They must also achieve a minimum of grade 8 in GCSE mathematics in order to attend the school.

All prospective students with specific educational needs or disabilities are supported by specialist staff through the application process to ensure all reasonable adjustments are made.



CURRICULUM

Lancaster University School of Mathematics' curriculum has been created with the needs of the most academically able mathematics students at its heart.

The curriculum consists of A Level Mathematics and Further Mathematics, a choice from Physics, Chemistry and Computer Science, and then a possible fourth A Level from these subjects or other A Level subjects offered at Cardinal Newman College. Students also undertake group projects as part of the LUSoM Award and have the option of undertaking the Extended Project Qualification.

Students also have the opportunity to engage with extra-curricula and enrichment activities throughout the week. In addition, LUSoM is well equipped to support students with additional learning needs, to provide outstanding pastoral support and provide support to students with English as an additional language.

For further information about the LUSoM curriculum, please refer to our prospectus which is available to download on the website.

GOVERNANCE

Rigby Education Trust is a single academy trust operating the Lancaster University School of Mathematics. Its trustees are responsible for the governance of the maths school and committed to its mission of enabling the most able mathematicians from all backgrounds to realise their potential.

The Trustees come from a range of backgrounds: the majority have extensive experience in education. The Board includes the Executive Principal who is also the principal of Cardinal Newman College.

The Trust is independent from both Lancaster University and Cardinal Newman College. However, the University and College are vital partners and stakeholders.

Privacy Notice

Job Applications

The Rigby Education Trust was set-up to operate and oversee the Lancaster University School of Mathematics.

The Rigby Education Trust is an academy trust and a charity. The Lancaster University School of Mathematics is the charitable activity of the academy trust. Therefore, in this document references to the Maths School apply to the Rigby Education Trust.

As part of any recruitment process, Lancaster University School of Mathematics collects and processes personal data relating to job applicants. The Maths School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The Maths School collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Maths School needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Maths School may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

Why does the Maths School process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment. In some cases, we need to process data to ensure that we are complying with the Maths School's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Maths School may process special categories of data when it performs an appropriate and proportionate online search on the name(s) of appointed candidates as part of its due diligence process. The purpose of the online search forms part of the college's process in establishing the candidate's suitability to work with children and young people.

The Maths School may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the Maths School's commitment to equality and diversity as well as its public duty under the Equality Act.



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Who has access to data?

Your information will be shared for the purposes of the recruitment exercise. This includes the HR team and interviewers involved in the recruitment process.

The Maths School is being supported by Cardinal Newman College which will be handling and holding data relating to job applications and Human Resources functions more generally.

We will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does the Maths School protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Maths School keep data?

If your application for employment is unsuccessful, the Maths School will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy. Data processed as part of the online search on successful applicants would be deleted on appointment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Maths School to change incorrect or incomplete data;
- require the Maths School to delete or stop
- processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Maths School is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact bdeed@lusom.ac.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Maths School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.