



Saint Edmund Arrowsmith  
Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

## RECRUITMENT PACK

# Associate Assistant Headteacher - Mathematics Specialist

Enabling schools, aspiration, and faith to flourish

by: **Uplifting Hearts, Inspiring Minds**



Pope Francis  
Catholic Multi Academy Trust

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

**Thank you for your interest in Pope Francis Catholic Multi Academy Trust.** We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

## What We Can Offer

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

CEO Pope Francis  
CMAT





Dear Candidate,

Thank you for your interest in this position. Saint Edmund Arrowsmith Catholic Academy is on a rapid journey of school improvement. I am keen to appoint staff who want to work with young people to change lives and shape society.

As Headteacher, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. Our exceptional curriculum will provide pupils with powerful academic knowledge and character development, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all. Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them.

Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish.

If you wish to join me on our journey, I welcome your application.

Mrs C. McKenna  
Headteacher  
Saint Edmund Arrowsmith Catholic Academy

# Why Choose Our School?

## Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

We strive to create a community that is united through our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values. Our school is fully inclusive and we have high aspirations for all supporting every pupil to achieve success.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience, which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

The aim is born from our mission statement,

'I have come in order that they may have life, life in all its fullness' John 10:10

Our school values of Love, Inspiration, Empowerment and Joy are lived out in all we do.



# The Application Process



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**How to apply:** To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- CES Application Form
- CES Consent to Obtain References
- CES Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Covering letter stating how your skills and experience meet the job description and person specification.

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Miss L Worthington, [l.worthington@seaca.pfcmat.org](mailto:l.worthington@seaca.pfcmat.org).**

If you have any feedback on the application process, and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org). Pope Francis Catholic MAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. [Our Safeguarding & Child Protection Policy is available by clicking here.](#)



Proud to be part of  
**Pope Francis**  
Catholic Multi-Academy Trust



**Post Title: Associate Assistant Headteacher - Mathematics Specialist**

**Pay Scale: Leadership L10-L12 £64,691 - £67,898**

**Contract: Permanent**

**Start date: September 2026 or sooner**

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

### **Our Values:**

**Unity** – working together for excellence.

**Excellence** – to strive to be the best.

**Love** – respect and care for others and treat them as you want to be treated.

**Service** - following the teachings of Christ to become valued members of our communities.

If you are multi-skilled, have a 'can-do' attitude and you are looking for a new challenge then this is the role for you. The role will be both challenging and rewarding.

Tours of the School are available on request, please contact Miss L Worthington on [l.worthington@seaca.pfcmat.org](mailto:l.worthington@seaca.pfcmat.org) to arrange.

**[Please see link to our school's Child Protection Policy here](#)**

**Closing Date: Monday 18th May 2026**

**Interviews will be held week commencing 18th May 2026.**



#### **Post Title: Associate Assistant Headteacher - Mathematics Specialist**

**Pay Scale: Leadership L10-L12 £64,691 - £67,898**

**Contract: Permanent**

**Start date: September 2026 or sooner**

Main Areas of Responsibility:-

- To act as an Associate Assistant Headteacher- Mathematics Specialist, supporting and collaborating with the head of mathematics to drive the continued development of high-quality curriculum delivery within the mathematics department and across the wider school through coaching, collaboration and sharing of best practice.
- To lead the development of foundational numeracy across the school, ensuring numeracy is effectively embedded across the curriculum.
- Under the reasonable direction of the Headteacher, carry out the professional duties of an academy teacher as set out in the current academy Teachers' Pay and Conditions Document (STPCD).

**Liaising with:** Headteacher, senior leadership team, managers, teaching and support staff, Governing Body, Trust Leaders, LA representatives, external agencies, parents and members of the community and the Archdiocese.

**Working Time:** Full time as specified within the STPCD

**DBS Disclosure Level:** Enhanced

**At Saint Edmund Arrowsmith, we expect all leaders to be fully committed to:**

- Play a full part in the life of the academy community, supporting its distinctive mission and Catholic ethos and encouraging staff and pupils to follow this example.
- Support the academy in meeting its requirements for collective worship and liturgy.
- The inclusive values and ethos of Saint Edmund Arrowsmith.
- Working as a mutually supporting team, sharing responsibility, successes and challenges.
- Exercising positive leadership and creating a shared vision of the purpose and future development of the academy that reflects our ethos and aims.
- Maintaining high personal and professional standards in all aspects of academy life.
- A consultative and participative approach to leadership and management.
- Being forward looking and anticipating change.
- Responsibility for their own professional and leadership development.
- Being visible at the beginning, during and at the end of the day, specifically at key strategic areas.
- Treating people fairly, equitably, and with dignity and respect to create and maintain a positive academy culture.
- Contribute to achieving and sustaining a safe, well-ordered and stimulating environment where children know, understand and display exemplary learning and social behaviours.
- Where necessary investigating behaviour issues ensuring fair and transparent consequences that are shared appropriately.
- Setting a good example in terms of dress, punctuality and attendance.
- Taking on any additional responsibilities which might from time to time be agreed with the Headteacher.
- Attending and participating in open evenings and school events.



- Building strong links with parents and carers.
- Upholding the academy's behaviour code and uniform regulations.
- Participating in and, where appropriate, lead staff training.
- Attending and where appropriate leading team, SLT and staff meetings.
- Develop strong links with governors, LA support teams, outside agencies, Pope Francis Multi Academy Trust and neighbouring academies and schools.
- Take appropriate responsibility for your own health, safety and welfare.

## Key Responsibilities:

The Associate Assistant Headteacher- Mathematics Specialist is expected to:

- Act as Associate Assistant Headteacher – Mathematics Specialist, supporting the strategic development of high-quality teaching and curriculum delivery within the Mathematics Department leading to rapid improvement in mathematics outcomes for all pupils.
- Drive the improvement of foundational numeracy across the school, ensuring numeracy is consistently and effectively embedded across all subject areas, leading to a culture of Numeracy is everyone's responsibility.
- Act as Associate Assistant Headteacher, supporting the strategic development of high-quality teaching and curriculum delivery across the wider school.
- Support the development and implementation of effective teaching and learning strategies through coaching, collaboration, and sharing of best practices.
- Model outstanding classroom practice and maintain a clear focus on delivering high-quality teaching and learning for all pupils.
- Work collaboratively with middle and senior leaders to support whole-school improvement priorities, particularly in relation to teaching, learning, and numeracy.
- Act as a senior leadership link for a designated year group, providing strategic oversight and support to the pastoral leader to promote high standards of behaviour, wellbeing, attendance, and pupil outcomes.
- Support and challenge the pastoral leader in implementing effective pastoral systems and interventions, contributing to a positive and inclusive school culture.
- Research, evaluate, and promote innovative curricular and pedagogical approaches, using educational research and external evidence to inform practice.
- Alongside the Curriculum Leader for Mathematics, develop high-quality teaching materials and support the design of an ambitious and coherent Mathematics curriculum across all key stages.
- Use internal and external performance data to evaluate pupil progress and attainment, and to inform targeted interventions and improvement strategies.
- Coach and support teachers, including underperforming staff, to improve classroom practice and pupil outcomes.
- Contribute to the design and delivery of focused, measurable CPD that strengthens teaching practice across the school.



- Alongside the Curriculum Leader for Mathematics, monitor, review, and evaluate the quality of teaching and learning in Mathematics and, where appropriate, across other subjects to support school improvement.
- Undertake a teaching timetable within subject specialism in line with the needs of the school.
- Facilitate and participate in lesson observations, providing constructive feedback and sharing effective practice.
- Lead the development of enrichment opportunities in Mathematics and Numeracy to deepen learning and challenge the most able pupils, fostering a love of mathematics.
- Promote and develop strategies that embed independent learning and resilience in pupils.
- Deliver demonstration lessons and model innovative and highly effective pedagogical approaches.

The Pope Francis Catholic Multi-Academy Trust and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Please see link to our school's [Child Protection Policy here](#).

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

***NB: we reserve the right to close the vacancy should an appropriate candidate apply.***



Applicants must meet all of the essential requirements for this post.

Catholic Dimension	Essential	Desirable	Application/ Interview
Understanding of the distinctive nature of Catholic schools	✓		A / I
Strong support for our ethos and values as a Salesian Academy	✓		A / I

Safeguarding	Essential	Desirable	Application/ Interview
Understanding and commitment to pupil welfare and safeguarding	✓		A / I

Qualifications and Training	Essential	Desirable	Application/ Interview
Degree in Mathematics or related subject	✓		A
Qualified Teacher Status (QTS)	✓		A
Relevant professional development	✓		A / I
Leadership qualification (e.g. NPQ)		✓	A / I

Experience	Essential	Desirable	Application/ Interview
Outstanding classroom practice and pupil outcomes	✓		A / I
Improving outcomes in Mathematics	✓		A / I
Whole-school improvement experience	✓		A / I
Coaching and developing staff	✓		A / I
Using data to inform interventions	✓		A / I
Designing/delivering CPD	✓		A / I
Leadership/management experience		✓	A / I

Job Related Skills and Knowledge	Essential	Desirable	Application/ Interview
Strong subject knowledge in Mathematics	✓		A / I
Understanding of effective teaching and curriculum design	✓		A / I
Ability to embed numeracy across curriculum	✓		A / I
Data analysis to drive improvement	✓		A / I
Coaching and staff development	✓		A / I
Designing CPD	✓		A / I
Monitoring and evaluating teaching and learning	✓		A / I
Whole-school leadership contribution	✓		A / I



Applicants must meet all of the essential requirements for this post.

Personal Qualities	Essential	Desirable	Application/ Interview
Excellent communication skills	✓		A/I
Collaborative and team-oriented	✓		A/I
Reflective and committed to improvement	✓		I
High expectations and professionalism	✓		A/I
Resilient and adaptable	✓		A/I

Other	Essential	Desirable	Application/ Interview
Willingness to teach within subject specialism	✓		A/I
Commitment to wider school life	✓		A/I

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.

