



**St Cuthbert's
Catholic High School**

Live life in all its fullness

Co-ordinator of Learning for Maths

Application Pack

November 2024

**MORE THAN
A SCHOOL**





November 2024

Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of **Co-ordinator of Learning for Maths to commence in April 2025 or ASAP.**

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school.**

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body, I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland
Headteacher



Vacancy

Job Title: Co-ordinator of Learning for Maths

Dates: Job start April 2025 or ASAP

Salary: MPR/UPR + TLR 2A (£3,388)

Contract type: Full Time

Contract term: Permanent

Closing date for applications: Wednesday, 4th December 2024 at 9:00am

Interview date: TBC, during week of 9th December 2024

Details:

The governors are seeking to appoint an exceptional Maths teacher to support the continued development and improvement of Maths at St Cuthbert's.

- The ideal candidate will have a passion for teaching mathematics, a deep understanding of mathematical concepts, and the ability to inspire students to see the relevance of maths in their lives.
- The TLR attached to this role is to support the Curriculum Leader in co-ordinating the delivery of the mathematics curriculum, supporting teachers through coaching, and sharing best practices to ensure the highest standards of teaching and learning are maintained within the department.
- The successful candidate will also work with the Curriculum Leader to collaborate with teachers across all subjects to integrate numeracy into the curriculum.
- This role presents an exciting opportunity to significantly impact student achievement and progress in mathematics. At St Cuthbert's you will be part of a supportive and inspiring team dedicated to making a difference in the lives of our students. We offer professional development opportunities, a collaborative work environment, and the chance to implement your creative ideas to enhance numeracy across the curriculum.
- Applications welcome from qualified teachers.

What we can offer:

- A shared vision and ambition to deliver excellence for our young people
- An opportunity to share in shaping the school's improvement journey
- Happy children who aspire to do their best
- Motivated and dedicated staff
- Commitment to Continued Professional Development

Our Vision

A vibrant community, uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff, dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate. This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

For an application form, job description and further details please visit the school website

www.stcuthberts.com. Or, alternatively, contact Cath Geden PA to the Headteacher, on 01744 678123 or email recruitment@stcuthberts.com

Application forms to be completed and returned for the attention of Mr S Holland, Headteacher to recruitment@stcuthberts.com

As outlined in the DfE's Keeping children safe in education, once candidates are shortlisted for interview, we wish to inform you that online searches may be carried out as part of due diligence checks.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school**.
"Pupils told inspectors that the best thing about the school is the education that they receive. They value the purposeful learning environment. Pupils focus on their work in class and co-operate well with one another. Leaders and staff have high expectations for pupils' behaviour and academic success. Pupils have pride in their work".



Our Motto

*Live life in
all its fullness*

John 10:10

Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

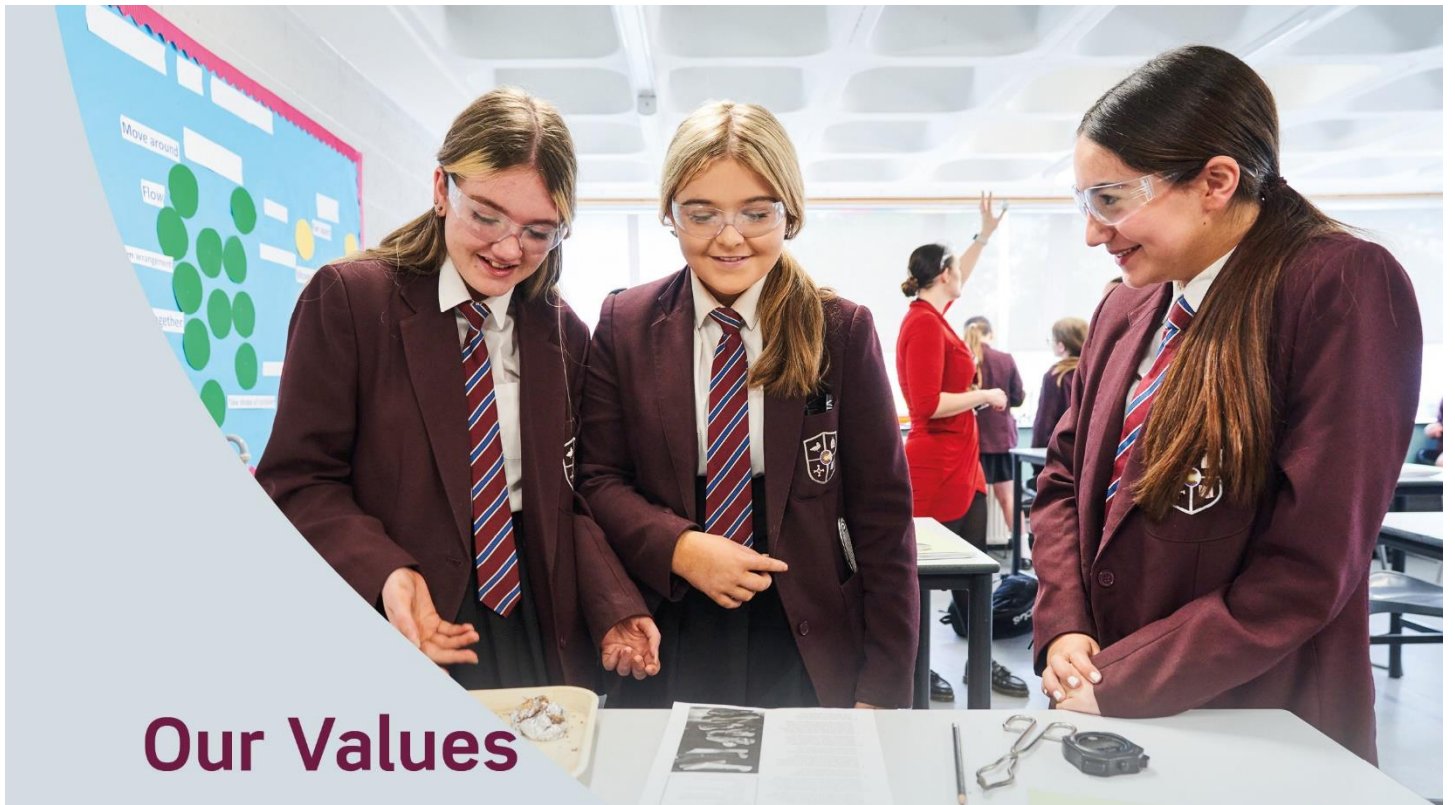
accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world **(Mark 1:39-42)**



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Our Values

Courage
Commitment
Compassion
Community

Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



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Job Description

Post title	Co-ordinator of Learning for Maths
Salary and grade:	MPR/UPR + TLR2A
Responsible to:	Curriculum Leader Mathematics
Responsible for:	Students and Resources

Main purpose of the job:

- Support the Curriculum Leader in co-ordinating the delivery of the mathematics curriculum, supporting teachers through coaching, and sharing best practices
 - Work with the Curriculum Leader to collaborate with teachers across all subjects to integrate numeracy into the curriculum
 - Positively impact student achievement and progress in mathematics
 - Be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all
 - Be responsible and accountable for achieving the highest possible standards in work and conduct
 - Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
 - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the current Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of students you teach
- Be aware of students' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn
- Have a clear understanding of the needs of all students, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out break time and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate

- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the current School Appraisal Policy

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Postholder's Signature: _____ **Date:** / / _____

Headteacher's Signature: _____ **Date:** / / _____

Person Specification

POSITION: Co-ordinator of Learning for Maths

PERSONAL ATTRIBUTES

	Essential Attribute	Stage Identified	Desirable Attribute	Stage Identified
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status* Degree or equivalent * 	A A		
Experience	<ul style="list-style-type: none"> Excellent practitioner – evidence of outstanding lesson observations Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages. Ability to inspire and motivate students of all abilities. Proven success in raising attainment 	R A R A R A	<ul style="list-style-type: none"> Use of ICT in teaching Experience of assessment for learning 	A A
Knowledge and Skills	<ul style="list-style-type: none"> Ability to analyse data Use a variety of teaching strategies Experience of monitoring and evaluating students' progress Good communication and interpersonal skills Excellent ICT Skills 	A R A R I R I R A	<ul style="list-style-type: none"> Examination marking experience Ability to work using own initiative Proven ability to set and meet deadlines 	A R A R A
Personal Qualities	<ul style="list-style-type: none"> Support the Catholic ethos Enthusiasm & energy Commitment to safeguarding and promoting the welfare of Children and Young People 	A I R A R	<ul style="list-style-type: none"> Willingness to undertake further training and responsibility 	I
Other circumstances	<ul style="list-style-type: none"> An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	I		

A = Application form I = Interview R = Reference

*Shortlisted candidates should bring with them copies of their qualifications

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

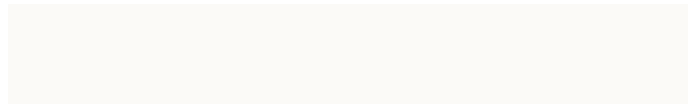
The closing date for applications is **Wednesday, 4th December 2024 at 9:00am.**

Interviews will be held on:
TBC, during week of 9th December 2024

Completed application forms should be returned by email to recruitment@stcuthberts.com

The Headteacher
St Cuthbert's Catholic High School
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.





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**For more information, please contact
the Headteacher, Mr Stuart Holland
on 01744 678123**

St Cuthbert's Catholic High School
Berry Lane
Sutton
St Helens
Merseyside
WA9 3HE

Tel: 01744 678123 **Email:** recruitment@stcuthberts.com
www.stcuthberts.com



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