



**St Cuthbert's  
Catholic High School**

*Live life in all its fullness*

# Curriculum Leader Mathematics

## Application Pack

January 2025

**MORE THAN  
A SCHOOL**





January 2025

**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 **Curriculum Leader Mathematics** to commence 1<sup>st</sup> September 2025.

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.

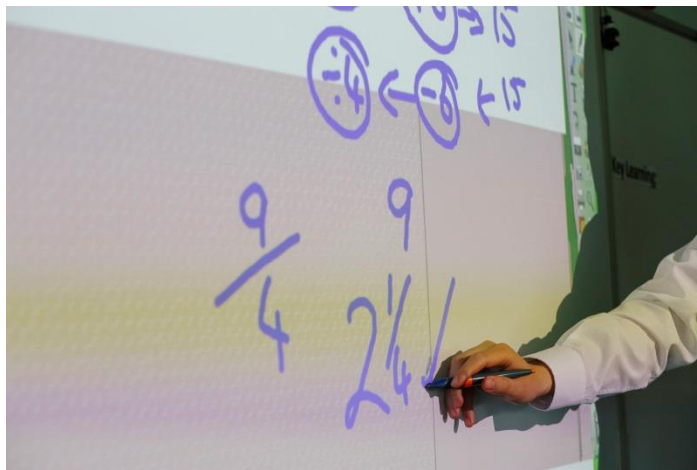
In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school.**

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**

# Mathematics



## Mathematics Department

The successful candidate will lead a team of Mathematics specialists, who are hardworking and committed to improving the quality of learning and teaching and outcomes for all our young people. They are professional, creative and ready to try out new strategies and approaches. We are looking for a talented and enthusiastic Curriculum Leader of Mathematics to lead the team to commence in September 2025 on a permanent basis.

The department is very well resourced, with seven teaching rooms, all of which are equipped with interactive whiteboards and are housed in one area of the school. The department also has access to ICT facilities including PCs and netbooks in classrooms. The department has been developing the innovative and strategic use of ICT within learning, teaching and assessment.

The learners are taught in ability groups in Key Stage 3 and 4. The department follows the OCR GCSE syllabus and extensive work has been done on updating a bespoke curriculum to fit all learners' needs. All staff have been proactive in contributing to the preparation of the new curriculum for Key Stages 3 and 4. Investigative, functional and problem-solving work is an integral part of the schemes of learning, and the use of ICT is encouraged whenever it is appropriate.



## 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)**

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

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

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

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

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

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



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*Live life in all its fullness*



## 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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*Live life in all its fullness*

# Job Description

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**Post:** Curriculum Leader Mathematics

**Grade:** MPS/UPS + TLR 1B (£12,029)

**Responsible to:** Senior Leadership Team

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## Purpose of the Post:

- The Curriculum Leader's principal responsibility is to lead and manage a team of colleagues (both teaching and non-teaching where appropriate) in the effective delivery of their subject across the age and ability range of the school.
- The Curriculum Leader will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all students.

## Duties and Responsibilities:

### Teaching & Learning:

- To take a strategic role to ensure that the school aims, objectives and ethos are reflected within the department.
- To take a strategic role to ensure that the needs of all students are met.
- To lead and manage the Quality Assurance process in the department, providing support for colleagues in their assessment, to ensure that the highest standards are met.
- To plan for progress necessary to achieve the highest standards.
- To lead the preparation of detailed schemes of work in line with departmental, school and national policies and that these are evaluated and updated regularly.
- To ensure that challenging yet realistic targets are set for all students.
- To ensure that students' work is regularly assessed and monitored in accordance with the school's policy. Assessment examples should be retained for monitoring and quality assurance purposes. Assessment data should be available for input into the school's SIMS system at the appropriate times.
- To ensure that the early identification of students who are under-performing in the department is ensured and appropriate intervention is secured.
- To ensure that students are prepared for and correctly entered for public exams.
- To ensure that homework is set regularly and marked in accordance with the school's policy.
- To organise appropriate work for supply and cover staff in the case of staff absence.
- To work closely with the Senior Leadership Team to ensure that the appropriate curriculum challenges and supports all pupils.
- To monitor and evaluate the quality of teaching and learning within the department through a schedule of lesson observations, work scrutiny, progress dialogues and learning reviews.
- Lead on Numeracy across the Curriculum.

## Support of Staff:

- Line-manage the Second in Department in the Mathematics Department.
- To lead, manage, deploy and support the department on matters of teaching, learning assessment and student progress.
- To take responsibility for, and providing support for the department, in matters of academic, organisational and behavioural concerns which occur within the department and liaise with other staff, e.g. Head of Year, Assistant Headteacher (Pastoral).
- To ensure that all members of the department are made aware of curriculum developments and lead and support their implementation.
- To ensure that the department has an effective system for identifying in-service needs and take positive steps to meet those needs.
- To participate in appropriate appointment procedures.

## Communication:

- To organise and minute departmental meetings and briefings to discuss items raised at the Teaching, Learning and Assessment team and other items of specific interest to the department in particular pupil progress.
- To participate in relevant meetings necessary for discussion of matters concerning the school as a whole.
- To liaise with any other colleagues to support the school in cross-curricular and other initiatives.
- To liaise with Heads of Year and other staff over the particular needs and problems of individual students.

## Organisation of resources:

- To advise the SLT on departmental needs for teaching materials and other resources and to manage the departmental budget.
- To be responsible for the organisation of ordering, checking and maintaining resources.
- To provide information for the school website as appropriate.
- To be responsible for the implementation of all school safety policies as relevant to the department.
- To provide a stimulating working environment for students.

Carry out any other duties deemed appropriate by the Headteacher.

**Postholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Headteacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Person Specification

## POSITION: Curriculum Leader Mathematics

| PERSONAL ATTRIBUTES         |  |  |  |                                   |
|-----------------------------|--|--|--|-----------------------------------|
|                             | Essential Attribute  | Identified   | Desirable Attribute  | Identified                        |
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>Qualified Teacher Status*</li> <li>Degree in Mathematics or equivalent *</li> </ul>   | A<br>A   | <ul style="list-style-type: none"> <li>Further accreditation in leadership and management.</li> </ul>  | A                                 |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>A passion for teaching Mathematics with a confident and creative approach to getting the best out of students</li> <li>Ability to lead the teaching of Mathematics at Key Stage 3 and Key Stages 4</li> <li>Excellent practitioner – evidence of outstanding lesson observations</li> <li>Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages.</li> <li>Ability to inspire and motivate students of all abilities.</li> <li>Proven success in raising attainment</li> <li>Ability to drive improvements</li> <li>Ability to lead, inspire and motivate staff</li> </ul> | A I R<br>A R<br>R<br>A I R<br>A I R<br>A I<br>A I R<br>A I R | <ul style="list-style-type: none"> <li>Use of ICT in teaching</li> <li>Experience of assessment for learning</li> <li>Experience of managing an area of responsibility</li> <li>Experience of managing change successfully.</li> </ul> | A I<br>A I<br>A I R<br>A I<br>A I |
| <b>Knowledge and Skills</b> | <ul style="list-style-type: none"> <li>Good knowledge of national and local initiatives in Mathematics</li> <li>Ability to analyse data</li> <li>Use a variety of teaching strategies</li> <li>Experience of monitoring and evaluating students' progress</li> <li>Good communication and interpersonal skills</li> <li>Ability to motivate, challenge and inspire staff.</li> <li>Excellent ICT Skills</li> </ul>   | A R<br>A R<br>A I R<br>I R<br>I R<br>I R<br>A                | <ul style="list-style-type: none"> <li>Examination marking experience</li> <li>Ability to work using own initiative</li> <li>Proven ability to set and meet deadlines</li> </ul>   | A I R<br>A I R<br>A I             |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>Support the Catholic ethos</li> <li>Enthusiasm &amp; energy</li> <li>Commitment to safeguarding and promoting the welfare of Children and Young People</li> </ul>   | A I<br>I R<br>A I R  | <ul style="list-style-type: none"> <li>Willingness to undertake further training and responsibility</li> </ul>   | I                                 |
| <b>Other circumstances</b>  | <ul style="list-style-type: none"> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>  | 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 **Friday, 24<sup>th</sup> January 2025 at 9:00am.**

Visits to the school:

*Please contact us to arrange a convenient time.*

Interviews to be held:

**TBC – during week of 27<sup>th</sup> January 2025.**

Completed application forms should be returned by email to [recruitment@stcuthberts.com](mailto: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.*



## St Cuthbert's Catholic High School

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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  
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St Helens  
Merseyside  
WA9 3HE

**Tel:** 01744 678123 **Email:** [recruitment@stcuthberts.com](mailto:recruitment@stcuthberts.com)  
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