

**Trust Director of Mathematics (Secondary)
Recruitment Pack**
Closing date: Friday 25th April at 9am
Interviews: w/c 28th April



Pope Francis
Catholic Multi Academy Trust

Enabling children's aspiration and
faith to flourish by:
Uplifting Hearts, Inspiring Minds

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 were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool and whilst our first three schools were subject to academy orders, we have recently been joined by four primary schools (September 2024) with at least two other schools joining the Trust family this year.

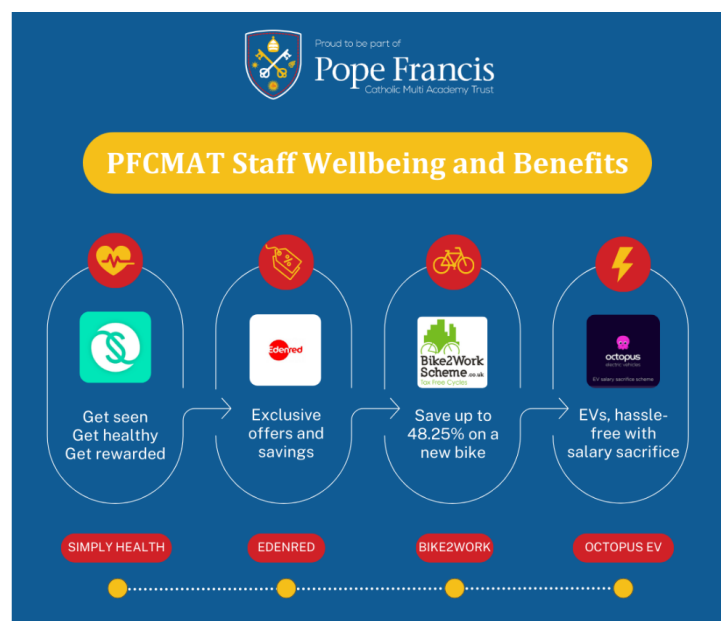
Our Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling children's aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of our Trust is belonging to a **family of schools at which you are always welcome**, and where we help each other to provide better opportunities for staff, pupils and our local communities.

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.

Take a look at our website and social media to get a sense of the support that we provide to all our employees, including our full staff benefits package: www.pfcmat.org/Staff-Benefits-Package/



We will be delighted to have informal conversations with potential candidates before the closing date. For further information on the role, please contact **Louise Jones on 0151 332 7000 or louise.jones@pfcmat.org**

Andrew Dawson

CEO
Pope Francis CMAT

Enabling children's aspiration and faith to flourish by **uplifting hearts and **inspiring minds****

Application Process



Pope Francis
Catholic Multi Academy Trust

How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find the additional documentation to be completed and submitted, alongside your cover letter. ([Pope Francis MAT – Vacancies](#))

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 Louise Jones at louise.jones@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

Pope Francis Catholic MAT is 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.





Post Title: Director of Mathematics (Secondary)

Pay Scale: L12–16

Start date: 1st September 2025

We are excited to advertise for the post of Trust Director of Mathematics (Secondary). This is the first Director of subject role that will work with our Headteachers and Heads of Mathematics Departments to drive forward excellence in mathematics. As the Trust grows, we will seek to appoint a director in each of the core subjects and this is an opportunity to help shape the direction of school improvement in the Trust, as well as mathematics education in each of the schools.

In our recognition that mathematics is one of the cornerstones for children to be able to flourish in life, we are looking to recruit a successful leader of mathematics who has a clear and compelling vision for the teaching of mathematics. The successful candidate will have a proven record of raising outcomes in at least one secondary school and be able to work, motivate and challenge colleagues and students to achieve the highest standards in mathematics education. The successful candidate will shape and embed a forward thinking and engaging curriculum and ensure the delivery of this is of the highest quality. This will involve inspiring, coaching and modelling for the Mathematics departments in the Trust.

We are the first of the Archdiocesan Trusts in Liverpool and it is the will of the Archbishop that all Catholic schools will become part of a small number of Catholic MATs. Pope Francis CMAT was the first of these with four secondary schools (including Christ the King as an Associate member) and four primary schools, with more schools set to join in the near future. In our secondary schools Mathematics is the key priority for improvement.

The post is an outstanding opportunity for a successful leader of Mathematics aspiring to senior leadership to deepen their experience whilst still having a strong classroom presence.

Closing date: Friday 25th April at 9am

Interviews to take place during week 28th April

Job Description



Pope Francis
Catholic Multi Academy Trust

Job Title:	Director of Mathematics (Secondary)
Pay Scale:	L12-16
Location:	Trust Secondary Schools
Contract:	Burgundy Book – Teachers Terms and Conditions
Report to:	Director of Standards
Accountable to:	Trust Board

Purpose:

As Director of Mathematics (Secondary), you have responsibility for the quality of individual subject provision, curriculum teaching and assessment for secondary Mathematics across the Trust. You will be jointly accountable for subject performance improvement, attainment and progress in Mathematics. You will work across the Trust's Secondary Academies where you will work closely with the Senior Leadership and Subject Leadership Teams to accelerate improvement and raise standards. Within your role, you will plan and teach high quality lessons, deliver intervention programmes and challenge and support subject teams to achieve stretching targets for student outcomes. You will analyse performance data to ensure that students are appropriately targeted for support and work across the Trust to ensure consistency of subject quality and delivery throughout the network of Secondary Academies.

Main Responsibilities:

1. Lead the development of strategies on Secondary Mathematics
2. Promote and be committed to securing high expectations for learning and the raising of achievement in mathematics within our secondary academies

You will assist with the effective operation of the Mathematics teams, individually and with others, by:

- ❖ delivering highly effective teaching and impactful intervention
- ❖ designing curriculum plans appropriate to curricular and exam board requirements
- ❖ developing schemes of work, resources, teaching and learning strategies
- ❖ marking work, assessing, recording and reporting student progress
- ❖ providing a stimulating learning environment



Main Responsibilities continued:

- ❖ having due regard for maintaining health and safety and security in the areas you use
- ❖ leading the review, monitoring and evaluation and the development of working practices in mathematics
- ❖ taking part in other professional development activities

Key Responsibilities and Accountabilities:

Working with the secondary Mathematics departments across the Trust, you will improve attainment, classroom practice, and professional development of others by:

- ❖ leading the Mathematics teams as a model of outstanding teaching
- ❖ raising attainment across the departments through leading improvements in teaching and learning

Working with other teachers on classroom organisation and teaching methods / providing model lessons, you will:

- ❖ lead continuing professional development activities
- ❖ hold workshops on classroom management, adaptive teaching, pace and challenge, and coaching
- ❖ Match mathematics teaching approaches to student learning styles
- ❖ demonstrate model lessons
- ❖ team teach
- ❖ develop strategies with colleagues to use with students experiencing difficulties
- ❖ keep abreast of the new teaching and learning strategies
- ❖ identify educational research to enhance existing practices
- ❖ develop action planning based on the needs of the mathematics departments

You will produce high quality teaching materials for the teaching of mathematics by:

- ❖ updating existing, and creating, new schemes of work and supporting their implementation
- ❖ leading the introduction of new technologies
- ❖ sharing good practice with members of staff

You will advise on Professional Development of others in mathematics by:

- ❖ designing and delivering professional development activities
- ❖ participating in the planning and delivery of focused in-service training (INSET) days

You will help mathematics teachers experiencing difficulties by:

- ❖ observing and feeding back on their teaching practice
- ❖ providing a structured programme of advice and support
- ❖ giving constructive criticism



Key Responsibilities and Accountabilities continued:

You will mentor Mathematics Early Careers Teachers, if required, by providing a weekly discussion and overseeing personal action planning

You will support Initial Teacher Training in mathematics by:

- ❖ providing exemplar lessons for trainee teachers
- ❖ contributing to the assessment of students' teaching practice
- ❖ participating in the training of teachers within teacher training institutions
- ❖ acting as mentor to trainee teachers

You will support intervention in mathematics by:

- ❖ providing workshops for students on key borderline grades
- ❖ providing targeted support for disaffected or more able students
- ❖ supporting strategies for helping particular groups such as underachieving boys of disadvantaged pupils

General Responsibilities:

- ❖ You will be aware of, and comply with, policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay
- ❖ You will participate in training and other learning activities and performance development as required
- ❖ You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcomes diverse thinking
- ❖ You will ensure strict confidentiality in all areas of work
- ❖ You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protections Regulations (UK GDPR)
- ❖ You will ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
- ❖ You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once
- ❖ You will always comply with the Trust's policies and procedures



Pope Francis
Catholic Multi Academy Trust

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

Pope Francis Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects 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.

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 students to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

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.

Person Specification



Pope Francis
Catholic Multi Academy Trust

The information listed as essential is used as part of the job evaluation process.
The requirements identified as desirable are used for recruitment purposes only.

Knowledge, Skills and Experience	Essential	Desirable
Graduate with qualified teacher status (QTS)	Y	
Outstanding record as a Leader of Mathematics	Y	
An excellent classroom practitioner that can model best practice	Y	
Experience of effectively teaching intervention groups at KS3 and KS4	Y	
Supportive of the Catholic ethos of the Trust	Y	
Strong organisational and personal management skills	Y	
An awareness of current challenges in Mathematics teaching	Y	
Secure knowledge of national curriculum requirements at KS3	Y	
Secure knowledge of courses and requirements at KS4 and KS5	Y	
Understanding of use of data to assess and inform teaching and learning	Y	
Effective planning and teaching	Y	
Effective behaviour / classroom management	Y	
Able to demand and secure high standards from others	Y	
Able to build and lead a high performing team	Y	
Able to both work independently and be a team player	Y	
Able to develop and support other staff to develop a variety of appropriate mathematics teaching strategies	Y	
Able to enthuse and direct students and staff towards raising expectations and levels of achievement in mathematics	Y	
Able to meet deadlines	Y	
Strong ICT skills	Y	
Flexible and committed to work across our group of partnership schools	Y	
Able to take the initiative	Y	
Self-motivated	Y	
Able to respect sensitive and confidential work	Y	

Person Specification



Pope Francis
Catholic Multi Academy Trust

Knowledge, Skills and Experience continued	Essential	Desirable
Committed to own personal development and learning	Y	
Regular use of a car for business purposes (expenses reimbursed)	Y	
Hold AST / SLE status or equivalent		Y
Experience of exam board marking		Y
Experience of leading, developing and enhancing the teaching practice of other staff		Y
Relevant management experience		Y

Behaviours – The successful candidate should be:

• Polite • Punctual • Highly organised • Reliable • Flexible • Passionate for learning • A clear communicator	• Able to take the initiative • Self-motivated • Resilient • Determined to succeed • A team player • Emotionally intelligent
---	---

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process

Disclosure of Criminal Record	Essential	Desirable
The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced DBS and Barring List check	Y	
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record	Y	

Employment checks required:	Essential	Desirable
Evidence of entitlement to work in the UK	Y	
Two good references	Y	
Confirmation of medical fitness for employment	Y	

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



Pope Francis

Catholic Multi Academy Trust