



St Edmund Arrowsmith
Catholic High School

Prepare the way of the Lord

HEAD OF MATHEMATICS

CANDIDATE INFORMATION PACK



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ABOUT ST EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL

Established in 1961, **St Edmund Arrowsmith Catholic High School** has a proud history. We are a mixed, voluntary-aided Catholic secondary school for pupils aged 11-16, located in Ashton-in-Makerfield, near Wigan in Greater Manchester. The pupil roll is 1,200 and we are over-subscribed year on year due to the excellent reputation the school holds within the community.

St Edmund Arrowsmith Catholic High School is committed to providing an education rooted in Gospel values, inspiring pupils to make the world a better place. "**Prepare the way of the Lord**" is the school motto.

Values and Vision

St Edmund Arrowsmith Catholic High School provides an environment for learning that is safe, supportive, caring and encourages life-long learning. The key values that are upheld are outlined in the school Mission Statement. Our students often refer to us as their second family as they feel nurtured in the environment provided for them and whilst educational attainment is crucial, we firmly believe that the development of the whole child is the mission of the school and gives all of our pupils the best chance to lead fulfilled and prosperous lives.

We seek to offer a curriculum that meets the needs of all, as we recognise that every young person is uniquely talented. Each pupil is provided with a personalised pathway and understands that this gives them the best chance of achieving their individualised goals. The technology provided to subject and pastoral teachers is the conduit for a structured framework to support and guide pupils along these pathways, using easily accessible data.

In addition to formal lessons, pupils engage in activities that reinforce our Catholic ethos such as form prayers, weekly collective worship, class masses, whole school masses, daily morning prayer, spirituality lessons and much more.

The theme of all that we do with our community of young people is to encourage them to put their faith and beliefs into action and **strive to make the world a better place**.

About us

We know that **St Edmund Arrowsmith Catholic High School** is a great place to work and our staff retention figure reflects this. We are a community of like-minded individuals who share a passion for the betterment of young people on every level. We are also passionate about our work-life balance, encouraging wellbeing and mindfulness at every opportunity.

We are blessed with a dedicated and hard-working staff who have retained our status as a high quality provider of education over many years. Our staff community is incredibly supportive of each other and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them.

For teaching colleagues who join our school, regardless of experience, there is a strong and supportive framework of induction. Also for those new entrants to teaching, there is a mentoring programme to ensure that qualified teacher status is achieved. We have strong links with the development of new teachers as **St Edmund Arrowsmith Catholic High School** is the lead school within the Wigan & West Lancashire Catholic Schools Direct programme. This is carried out in partnership with Liverpool Hope University, an accredited teacher training institution.

<https://www.alssit.co.uk/announcements/2019-05-17-wigan-and-west-lancashire-schools-direct>

Ofsted An excerpt from the Ofsted Report conducted on 16 & 17 November 2021

What is it like to attend this school?

"Pupils are happy at St Edmund Arrowsmith Catholic High School. They feel safe and well looked after. Pupils enjoy good relationships with each other and staff. They said that their teachers set high standards for pupils' behaviour and achievement. Pupils feel valued and respected. They are proud of what they achieve.

Staff recognise and celebrate pupils' academic and personal achievements. Pupils behave well. Their conduct in lessons is extremely good. They have positive attitudes to their learning. Pupils are calm and sensible when moving around school. They are polite and look after their school environment. Pupils rarely experience poor behaviour in lessons or around school."



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VACANCY: Head of Mathematics

Thank you for your interest in the vacancy for **Head of Mathematics** at St Edmund Arrowsmith Catholic High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils.

We are seeking a practitioner who is passionate about achievement and outcomes for young people both academically and personally and if you would like to join our school community as a colleague who is committed to these values, then I look forward to receiving your application form.

To apply, please use the CES application forms provided and return these prior to the closing date stated on the advert **Friday 14 March 2025 at 9.00am** to recruitment@arrowsmith.wigan.sch.uk.

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

M J DUMICAN
Headteacher

JOB DESCRIPTION: HEAD OF MATHEMATICS

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

CONTRACT:	Permanent
SALARY/GRADE:	QTPS: MPS1 – UPS3 + TLR1B (£12,032)
ACCOUNTABLE TO:	The Headteacher and SLT Team; Governing Body

GENERAL DUTIES:

The education and welfare of a designated class/group of pupils in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the Governing Body. To share in the corporate responsibility for the wellbeing and discipline of all pupils. To share in the corporate responsibility for the development of the whole school.

MAIN DUTIES AND RESPONSIBILITIES:

1. INTRODUCTION

1.1 **Job Purpose:**

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress.
- Be accountable for student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's aims and curricular policies.
- Be accountable for leading, managing and developing the subject/curriculum area.
- Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

1.2 **Line Management:**

- Accountable to the Headteacher and SLT Team; Governing Body
- Responsible for teaching staff and specified support staff within the Department.

1.3 **Liaising With:** Headteacher, School Leadership Team, other Heads of Department, pupil support services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

1.4 **Salary Scale:** Qualified Teachers' Pay Scale + TLR 1(b)

2. TEACHING

- 2.1 Teach students according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere.
- 2.2 Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required.
- 2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of students.
- 2.5 Undertake a designated programme of teaching.
- 2.6 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7 Prepare and update subject materials.
- 2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus.
- 2.9 Maintain discipline in accordance with the school's procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.11 Mark, grade and give written/verbal and diagnostic feedback as required.
- 2.12 Provide an excellent environment and culture for learning in the classroom.
- 2.13 Ensure own practice is of a high standard and continue to develop your professional skills and knowledge.
- 2.14 To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy.
- 2.15 To promote and inspire learners through planning which takes into account the needs and progress of all, creativity in the classroom, vocational support and Assessment for Learning.
- 2.16 Actively seek student voice/feedback to raise standards.
- 2.17 To involve the Higher Level Teaching Assistant in planning to provide high quality individual support with targeted intervention.
- 2.18 To ensure Health and Safety standards are met and risk assessments carried out and recorded

3. STRATEGIC/OPERATIONAL PLANNING

- 3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- 3.2 Be responsible for the day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- 3.3 Monitor actively and follow up student progress.
- 3.4 Implement school policies and procedures, e.g. equal opportunities, health and safety.
- 3.5 Work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 3.6 Lead and manage the planning function of the department, and ensure that the planning activities of the Department reflect the needs of students within the subject area, SIP/DDP and the aims and objectives of the school.
- 3.7 Ensure that health and safety policies and practices, including risk assessments, throughout the Department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety/Business Manager.

4. CURRICULUM

- 4.1 Liaise with the SLT line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments school self-evaluation and the School Improvement Plan.
- 4.2 Be accountable for the development and delivery of the curriculum area.

5. CURRICULUM DEVELOPMENT

- 5.1 Lead curriculum development for the whole department.
- 5.2 Keep up to date with national developments in the subject area and teaching practice and methodology.
- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the Assistant Head (Teaching and Learning) to maintain accreditation with the relevant examination and validating bodies.
- 5.5 Be responsible for the development of key skills in curriculum area.

6. STAFFING

- 6.1 Work with the SLT line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue own professional development as agreed with Headteacher/SLT line manager.
- 6.3 Be responsible for the efficient and effective deployment of the Department's technicians/support staff.

- 6.4 Undertake Performance Management Review(s) and act as reviewer for a group of staff within the designated department.
- 6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the SIMs Officer/Lead Cover Supervisor to secure appropriate cover within the department.
- 6.6 Participate in the interview process for teaching posts when required and ensure effective induction of new staff in line with school procedures.
- 6.7 Promote teamwork and motivate staff to ensure effective working relations.
- 6.8 Participate in the school's ITT programme.
- 6.9 Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

7. QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Establish the process of the setting of targets within the department and work towards their achievement.
- 7.3 Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- 7.4 Contribute to the school procedures for lesson observation.
- 7.5 Implement school quality procedures and ensure adherence to those within the department.
- 7.6 Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 Seek/implement modification and improvement where required.
- 7.8 Ensure that the department's quality procedures meet the requirements of self-evaluation and the School Improvement Plan.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.
- 8.3 Identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the department.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the SLT (Teaching and Learning) and the Senior Learning Co-ordinators, manage the department's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the departmental performance and development.

9. COMMUNICATIONS AND LIAISON

- 9.1 Ensure that all members of the department are familiar with its aims and objectives.
- 9.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 9.3 Oversee the liaison with partner schools, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.4 Represent the department's views and interests.
- 9.5 Contribute to the planning and delivery of school liaison activities.
- 9.6 Lead the development of effective subject links with partner schools and the wider community.
- 9.7 Promote actively the development of effective subject links with external agencies.

10. MANAGEMENT AND RESOURCES

- 10.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a costcentre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 10.2 Work with the SLT line manager in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

11. PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students within the department.
- 11.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 Act as a Form Tutor, if requested, and carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 11.4 Contribute to Personal Development, Citizenship and Enterprise according to school policy.
- 11.5 Ensure the behaviour management system is implemented in the department so that effective learning can take place.

12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, supporting its Catholic Christian mission and ethos and encourage staff and students to follow this example.
- 12.2 Support the school in its provision of all aspects of spiritual development, including acts of worship, masses, assemblies and prayer groups.
- 12.3 Contribute to the ethos of the school in encouraging and building relationships which are mutually respectful, recognising the sanctity of human life.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

PERSON SPECIFICATION: HEAD OF MATHEMATICS

Source: E - Essential / D Desirable / A Application / I Interview / R Reference / T Task

	E/D		A	R	I	T
Qualifications	E	Qualified Teacher Status Degree (or equivalent) in Mathematics	√ √			
Professional Development	E	Evidence of involvement in recent Professional Development related to improving the curriculum and developing best practice approaches to Teaching and Learning	√		√	
Experience	E	A proven record of successful teaching of Mathematics to GCSE level Experience of leadership and management within a Mathematics Department e.g. departmental initiatives and/or provision of CPD for colleagues	√ √		√ √	
Knowledge	E	Use of assessment and other data to inform improvement. Use of strategies to promote good pupil conduct. Innovative approach to teaching and learning strategies. Ability to articulate a vision for continuous improvement in curriculum development and educational outcomes	√ √ √ √	√	√ √ √ √	√ √
Skills	E	To have excellent organisational skills and use of systems. Familiarity with the use and application of a variety of ICT equipment and software Ability to demonstrate outstanding practice to achieve outstanding outcomes Ability to devolve responsibilities and delegate tasks, as appropriate Ability to support, guide and motivate others Good organisation and proven administrative experience To strive for excellence in all aspects of Teaching and Learning	√	√	√ √ √ √ √ √ √	√ √
Commitment	E	Actively contribute to the school's and Department's aims. Willingness to participate in whole school developments. Dedication to support pupils both within and beyond the classroom	√		√ √ √	
Personal Qualities	E	Ability to work under pressure. Energy, enthusiasm and flexibility. Determination to succeed. Sense of humour and positive outlook. Ability to lead and motivate a high performing department. Excellent interpersonal skills	√ √ √ √	√ √ √	√ √ √ √	√

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@arrowsmith.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

The Interview Process

Deadline: Friday 14 March 2025 at 9.00am
Interview Date: To be confirmed
Start Date: 1 September 2025

All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



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