

# Head of Mathematics

## Application Pack



**[www.stpetershighschool.org.uk](http://www.stpetershighschool.org.uk)**

# Welcome

Thank you for your interest in the position of **Head of Mathematics** at St Peter's RC High School & Sixth Form Centre.

St Peter's R.C. High School & Sixth Form Centre is a mixed 11 – 18 school with 1500 pupils on roll. The Sixth Form consists of 330 students with KS5 students showing real leadership and progressing to a wide range of destinations, including prestigious universities and sought-after apprenticeships. 18% of our students receive Pupil Premium funding and 22% of our cohort has a special need or disability. We pride ourselves on our pastoral care and have invested in our Student Support Services who provide additional support for students with, for example, mental health issues and therefore frequently liaise with external agencies.

## Our Mission

Our mission is to provide a rigorous and broad education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of the school.

Our main aim is to develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God. Our school's Christian ethos underpins all its work and provides all members of the school community with a safe and happy learning environment.

All students receive lessons in religious education and our Catholic identity and spiritual life are reflected in all areas of our school. We join together in prayer three times a day; students participate in services of reconciliation during Lent as well as in liturgies prior to Christmas and Easter. In every key stage, students take part in days of reflection and retreat. The whole school community celebrates Masses in the Autumn term and on the feast of Saints Peter and Paul in June. Our full time Chaplain supports both students and staff, liaises with local clergy, and organises a wide range of activities including Ignite evenings such as the one starring double MOBO award winner Guvna B.

Our charity work demonstrates our willingness to help others outside the school community, whether locally, nationally or internationally. Students and staff participate in a wide range of charitable events and fund-raising activities and support CAFOD in its efforts to relieve poverty in the developing world which also educates our students.

Our **ROCK** award underpins the work of the whole school: through **Respect, Optimism & Kindness** we build a strong **Community**.

Our staff are very important to us and the welfare of teachers and support staff is paramount in our planning. We place wellbeing at the centre of our decision-making so that staff are happy to come to work and feel supported in their role.

I am delighted that you are considering joining us in our mission to develop every student spiritually, morally, socially and academically by fostering their God given talents.

**Stephanie Layhe**  
**Principal**



**With respect, optimism and kindness we, like Peter, follow  
in the footsteps of Jesus to build our family community.**

## The Mathematics Department

The Mathematics Department at St Peter's High School consists of a team of 14 Maths specialists, including a departmental HLTA and part-time TA. We are a cohesive, supportive and committed team. We value the input of all team members, no matter how many years of experience. To enhance existing strengths, we encourage professional development, through courses, the Maths Hub, teaching a different KS or mentoring ITT students or ECT colleagues.

Students are taught in sets from Year 7. At A Level, we offer both Maths and Further Maths (AQA), running 2 Maths and one Further Maths group. We also offer the AQA Level 3 Mathematical Studies certificate.

Lessons are well planned, and delivered using a wide variety of teaching and learning styles, using ICT where appropriate. In years 7-11 our scheme of work is based on the Kangaroo Maths scheme, although adapted for our context. We have been actively involved with the Hub Teacher Research Groups on Mastery for several years now. As a result, we use a Teaching for Mastery approach, and we plan collaboratively and share ideas and resources.

In Maths lessons the pace of learning is high; classroom management is good and most students are motivated, cooperative and engaged with their learning. As a result, our GCSE results (Edexcel) are improving. We have excellent results at A Level with many students going on to study Maths or a related subject at University.

We offer students the opportunity to take part in the UKMT challenges, both individual and team, as well as the AMSP 'Maths Feast'. It is great to see the enthusiasm that, particularly the team challenge, engenders.

St Peter's works closely with GITEP and Bristol University, and regularly accommodates maths trainees. Our aim is "train to retain", and five current members of maths staff are former trainees.

Leading Maths at St Peter's will be challenging, exciting, enjoyable and rewarding. The successful applicant will lead a staff of highly motivated, supportive teachers, who are passionate about our students' progress.

If you are interested in leading our team, I would be happy to answer any questions and look forward to receiving your application.

**Laura Sewell**  
**Vice Principal**

## Job Description for Head of Mathematics

### Post Purpose:

Our Heads of Department play a pivotal role in the life and development of the school. They are leading professionals who demonstrate Quality First Teaching within their curriculum areas and, as such, are instrumental in securing and maximising student progress.

Under the direction of the Principal, you will carry out the professional duties of a schoolteacher as set out in the current STPCD (School Teacher' Pay and Conditions Document).

**Reporting to:** Vice Principal

**Responsible for:** to enable and inspire learning which allows students to achieve high standards. To share the responsibility for the well-being, education and discipline of students.

**Salary/Grade:** Leadership 10 - 12 (£52,723 - £55,338 pa) dependent on previous experience

**Disclosure Level:** Enhanced

### Head of Department responsibilities:

**Continue to move the Maths Department forward so that all students have excellent and enjoyable learning and can achieve their best.**

- To provide strategic leadership for the development, monitoring and evaluation of the curriculum.
- To provide a culture of continuous self-reflection, evaluation and support for individual staff within the Department as a whole.
- To contribute to whole school development by active collaboration with relevant staff groups e.g. Middle leaders.
- To ensure responsive evaluation of the Maths Department, identifying areas for improvement, taking account of whole school issues and improvement priorities.
- To lead, manage and develop the mathematics department in order to secure high quality teaching, effective use of resources, effective coaching and mentoring and improved standards of learning and achievement for all pupils.
- To develop and implement a strategy for the development of the department in line with the major objectives of the school development plan.
- To have an impact on the educational progress in maths of all pupils by leading, developing and enhancing the teaching practice of other staff.
- Provide the Leadership Team with individual student performance data as required.
- To conduct performance reviews for members of the maths department and manage the workload of staff within the department.
- To liaise with school Vice Principal regarding student results and progress.
- To develop, monitor and review schemes of work 11-18.
- To increase aspirations amongst staff and students.
- To provide an enriched curriculum especially for gifted and talented mathematicians.
- To promote the values and ethos of St Peter's within the department.

### **Teaching and Learning:**

- To promote and innovate classroom practice to improve learning and further enhance student progress.
- To create a climate for learning which promotes progress and supports our school philosophy.
- To improve the quality of teaching and learning by enabling, supporting and contributing to programmes of continued professional development.
- To identify staff development needs and ensure appropriate programmes are designed with the aim of meeting these needs.
- To be an excellent classroom practitioner, acting as a role model for others.
- To promote the involvement of students in the evaluation of their own learning, ensuring that they understand the criteria and skills for achieving future personal success.
- To actively focus on and promote effective teaching and learning practices across the department, in line with whole school priorities and ethos.
- To maintain a clear focus on outstanding lesson delivery and ensure outstanding practice and excellence.
- To set strategic targets for teaching and learning in consultation with the vice principal.
- To represent and promote the department and subject within the school.
- To monitor and evaluate the quality of teaching and learning within the department
- To ensure effective teaching of all age groups and abilities, including the setting and marking of work.
- To implement our whole school teaching methods (the St Peter's 6)
- To differentiate effectively to progress the learning of different ability groups.
- To identify clear learning objectives/targets, content, lesson structures appropriate to the subject matter and the students being taught.
- To mark, assess and give written/verbal feedback as required.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students.
- To assess, record and report on the development, progress and achievement of students and to keep such records as are required.
- To participate in the preparation of pupils for external examinations, assessing pupils, recording and reporting on assessments.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential and for personal and academic growth.
- To contribute to raising standards of student achievement.
- To apply behaviour management systems so that effective learning can take place.

### **Where a candidate has been allocated a Form Group:**

- To be a Form Tutor assigned to a group of students.
- To develop learning focused relationships with all members of the tutor group.
- To register students, accompany them to assemblies, encourage full attendance at all lessons and the students' participation in other aspects of school life.
- To liaise with appropriate staff in relation to problems experienced by students and make recommendations as to how these may be resolved.

**Operational/Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To participate in meetings at the school that relate to the curriculum or the administration or organisation of the school, including pastoral arrangements.
- To contribute to the process of curriculum development and change to ensure its continued relevance to the needs of students, examining and awarding bodies and the school's vision and development plan.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

**School Ethos:**

- To play a full part in the life of the school community, support its aims and ethos and encourage staff and students to follow this example.
- To promote the school's policies, including the Health and Safety policy and undertake risk assessments as appropriate.
- To take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects, they teach.
- To set a good example to all students in their presentation and their personal conduct.
- To evaluate their own teaching critically and use this to improve their effectiveness.
- To establish effective working relationships with professional colleagues.
- To engage actively in the Performance Management Review process.
- To ensure effective and efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively and collaboratively to effective working relations within the school.

**Quality Assurance:**

- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required.
- To review, from time to time, methods of teaching and programmes of work.
- To take part, as required, in the review, development and management of activities relating to the curriculum, organisation and learning support functions of the school.

**Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc.
- To complete relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

**Communications & Liaison:**

- To communicate, as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To communicate and co-operate with people and agencies outside the school where appropriate.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings.



- To contribute to the development of effective subject links with external agencies.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

### **General Information**

The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve.























### **Safeguarding Recruitment Statement**




St Peter's Catholic High School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service clearance.

For further details contact the Vice Principal Mrs Laura Sewell on 01452 520594 or via [LSewell@sphs.uk.com](mailto:LSewell@sphs.uk.com)



## Person Specification for Head of Mathematics

	Essential	Desirable
Skills/abilities	<ul style="list-style-type: none"> <li> Appropriate experience of teaching classes across the age and ability range</li> <li> Ability to communicate clearly and effectively with students, parents and staff, and in a range of formats</li> <li> Good listener, courteous, tactful. Good relationships with young people</li> <li> Ability to foster a positive ethos</li> <li> Willingness to contribute to wider aspects of school life</li> <li> Ability to motivate and build good relationships with young people and to promote good order and discipline among students. Commitment to care and welfare of students</li> <li> Enthusiastic and committed to the enhancement of students' life chances</li> </ul>	<ul style="list-style-type: none"> <li> Evidence of previous experience in creating a positive ethos</li> <li> Evidence of promoting learning within a productive, disciplined and caring learning environment</li> <li> Familiar with strategies to promote inclusion, achievement and attainment</li> </ul>
Leadership & Management	<ul style="list-style-type: none"> <li> A vision of excellence for the role of Head of Department in supporting learning and raising levels of student achievement. The ability clearly to communicate this vision</li> <li> Ability to effectively plan and implement a high-quality curriculum experience for students of all abilities and aptitudes in subject</li> <li> The ability to lead and motivate others and earn their respect, and to support if necessary. This includes leading through other TLR holders in the department</li> <li> Ability to co-operate and work effectively with other departments to ensure a coherent experience for students</li> <li> A strong commitment to supporting individual and groups of students to meet challenging targets</li> <li> Successful leadership experience within subject department in a secondary school</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li> Knowledge of current curricular issues</li> <li> Commitment to the process of self-evaluation, including school development planning</li> </ul>	<ul style="list-style-type: none"> <li> Wider knowledge of current educational issues</li> <li> Ability to use technology to enhance teaching and learning</li> </ul>
Qualifications/ education/ training	<ul style="list-style-type: none"> <li> QTS as required by the Teaching Agency</li> <li> Good Honours degree in Mathematics or an equivalent</li> </ul>	

Other requirements	 Evidence of involvement in departmental/whole school developments  Willingness to contribute to extra-curricular activities in the department	 Evidence of involvement in departmental extra – curricular activities
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**Recruitment process:**

If you consider St Peter's R.C. High School to be the right school for you, we would very much welcome your application.

Please send your completed **Application Form** to HR at [recruitment@sphs.uk.com](mailto:recruitment@sphs.uk.com)

We look forward to hearing from you.

**Telephone:** 01452 520594

**Email:** [recruitment@sphs.uk.com](mailto:recruitment@sphs.uk.com)

**Start Date:** 1<sup>st</sup> January 2023

**Interview date:**

TBC

**Visiting the school:**

You are very welcome to visit the school. Please contact Laura Sewell (Vice Principal) [LSewell@sphs.uk.com](mailto:LSewell@sphs.uk.com) to arrange an appointment.

**[www.stpetershighschool.org.uk](http://www.stpetershighschool.org.uk)**