



Application Pack

Head of Mathematics



Role	Head of Mathematics
Salary	MPS/UPS + TLR 1B
Closing Date	Thursday, 26 January 2023 at 10am
Interview	Wednesday 8 and Thursday, 9 February 2023



OUR MISSION STATEMENT

I am the Way

The Truth

And

The Life

(John 14:6)

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and “seekers of truth”
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God’s Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

Love and speak the truth – at all times

(Mary Ward)



OUR SCHOOL AIMS

WE AIM TO BE A PLACE OF LEARNING IN WHICH STUDENTS CAN:

- 1 achieve their full potential, spiritually, intellectually, morally, physically and emotionally
- 2 experience and enjoy success
- 3 gain a positive view of themselves and a courteous appreciation of others
- 4 develop skills, knowledge and understanding to make a constructive contribution to society
- 5 appreciate the benefits of education and its relevance to their place in the outside world
- 6 develop a sense of community
- 7 develop lively and enquiring minds and the ability to think rationally
- 8 appreciate human achievements and aspirations
- 9 understand issues of right and wrong.

THE PARENTS/CARERS OF EACH STUDENT WILL:

- 1 Support the Catholic Ethos of the school and encourage participation in opportunities for faith development
- 2 Ensure the student goes to school regularly, on time, properly equipped and in full correct uniform.
- 3 Inform the school at the beginning of every absence
- 4 Make the school aware of any concerns or problems which might affect her work or behaviour
- 5 Support the student in homework and other opportunities for home learning, including providing a place for study.
- 6 Attend parents' evenings and discussion about the student's progress
- 7 Get to know about the student's life at school
- 8 Use and encourage responsible access to the internet both at home and school

TO ACHIEVE THESE ENDS THE SCHOOL WILL:

- 1 recruit, support and develop teams of effective and committed staff
- 2 take into account and develop individual abilities and talents and acknowledge difficulties



- 3 encourage regular attendance and high personal achievement
- 4 ensure a broad, balanced and coherent curriculum
- 5 provide a supportive pastoral framework which values good behaviour, encourages good relationships and recognises a wide range of experiences both inside and outside the classroom
- 6 work in partnership with parents
- 7 regularly monitor, evaluate and aim to improve.



MRS BEEVER - HEADTEACHER

Dear colleague,

Thank you for expressing an interest in the post of Head of Mathematics at Loreto Grammar School. This position has become available after 14 years of outstanding service by our current postholder, Mrs Victoria Sims. It is an exciting post for someone with energy and ambition, a colleague who will help us to ensure a thriving and successful Mathematics Department with a sustained focus upon excellence. The post offers you the opportunity to serve as a department head in this Catholic girls' grammar school and ample opportunity to be challenged, stretched and stimulated in a forward-looking, innovative and supportive context.

The person appointed will be an effective classroom practitioner and is someone who has experience and/or potential for this next stage of their career. S/he will have a strong understanding of the current national education picture in Mathematics, a clear vision for excellence and the drive to enable the highest standards for all.

The successful candidate will lead a strong, experienced and collaborative team and will work closely with all members of the team to shape the highest quality of educational experience for the girls and staff. There will be opportunity to contribute to the department's continued development and plans for the future. The appointed applicant will join a happy and engaged community with 'Outstanding' status in its most recent Ofsted Inspection (September 2022) and Denominational Inspection (March 2019)

I trust that you will take whatever opportunity you can to discover whether this is the right position for you and I encourage you to look at our website for further information. Please do not hesitate to contact me at the School should you wish to discuss any aspect of this post prior to applying. Please ask to speak to my PA, Mrs Lloyd, on Monday to Thursday in the first instance.

I look forward to receiving your application.

With kind regards,

J Beever (Mrs) MA
Headteacher

OUR SCHOOL

Loreto is a Roman Catholic Grammar School for girls, with Academy status, situated in the popular market town of Altrincham in the borough of Trafford, close to transport links including train and tram stations. The school is heavily oversubscribed, and there are currently 1036 girls on roll. Most of the girls come from Trafford, with others from the neighbouring Authorities of Manchester, Stockport, Cheshire and Warrington.

It is a wonderful school in which to learn and work, a school which is rooted in a rich tradition, whilst at the same time, very forward looking and keen to keep apace of appropriate educational development. We provide an outstanding curriculum, a curriculum which is carefully planned and consistently reviewed to meet the needs of the girls at every Key Stage.

We have a dedicated and passionate group of staff who are experts in their individual specialist areas. The hallmark of colleagues at Loreto Grammar School is their willingness to go the extra mile for the girls and their commitment to this community. The extra-curricular life here is extensive. The girls rise to the academic challenge and appreciate the positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to, for example, social justice issues and service to others. We aspire to fulfil the girls in our care in developing them spiritually, academically and physically in a happy, supportive and enthusiastic environment where each is recognised for her intrinsic worth.

The Governing body comprises Loreto Sisters, parents, former parents and staff. They are passionate about this community, committed to it and rigorous in holding us to account. They are fully engaged in School life.



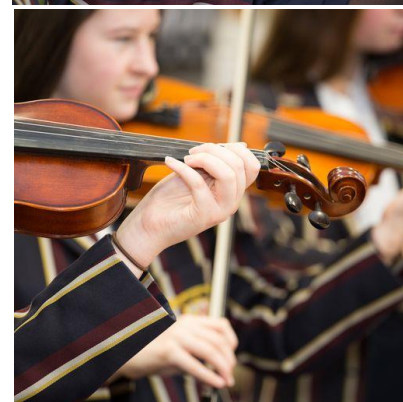


We have a proud history of partnership work. For example, the School Direct programme through the Teacher Development Agency and in conjunction with Manchester University. We are a member of the Specialist Schools Trust Leading Edge partnership, a Gifted and Talented network.

Loreto Grammar School is proud to be part of the Loreto Education Trust (LET) and members of a strong International Loreto network. We acknowledge the far-reaching work of the Sisters who are active in their support of the school as Trustees and support education in England through the Loreto English Education network (LEEN). Our work is rooted in the Vision, Values and Philosophy of Education of Loreto schools and the values of sincerity, excellence, truth, freedom, internationality, justice and joy underpin all that we do. We support the work of Loreto International in India and Albania, in particular.

Parental engagement is extremely high and our parents are very active in their support of the work of staff and school and our Parents' Association, the LPA, regularly raise in excess of £12,000 per annum for the school

Our academic results are excellent, and our students achieve consistently at the highest levels, meaning that we feature consistently in The Times 100 schools. In 2022 for example, the cohort achieved 86% grades were at A*- B at Advanced Level, 57% of grades were awarded at A* to A and 41 students achieved 3 or more subjects at grades A*/A. At GCSE, 57% of all results were awarded at grades 8 and 9, with 74% of all results awarded at grades 7 to 9. Our current Progress 8 score is 0.79.



Our Ofsted Section 5 inspection in September 2022 stated:

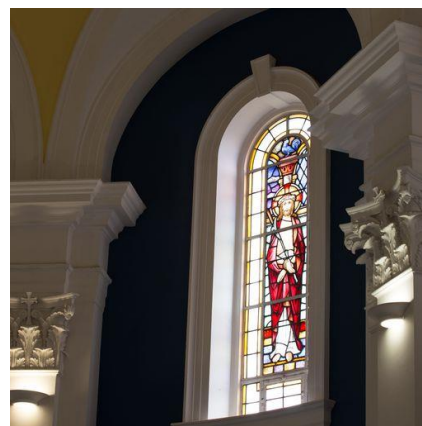
"Loreto Grammar School is an inspirational place to be."

"Enabling pupils to become their very best self is at the heart of leaders' vision at Loreto Grammar School."



Our Denominational Inspection report in of March 2019 notes that:

"Outcomes for pupils, the provision for Catholic Education, leadership and management in the development of the Catholic life of the school are all confirmed by this Inspection as outstanding. The core values of the school are strongly evidenced throughout in terms of practice, aspiration and relationships all in the context of high academic achievement."



In short, Loreto is a welcoming and happy community and an exciting and stimulating professional environment in which to work.



OUR SIXTH FORM

The Sixth Form is integral to school life, whilst students enjoy separate privileges and distinct spaces in School, they play an active and vital part in the school community.

The overwhelming majority of students stay on here post 16, and every year places are offered to a number of applicants from other schools. We currently have 249 students in the Sixth Form. We offer a very broad range of A Level subjects and the majority of girls go on to Higher Education, with nearly two-thirds of our cohort pursuing their studies at Russell Group institutions. Students aim high and we support them in a range of competitive applications for vocational, academic and creative undergraduate courses at the top higher education establishments in the UK. Of late, there has been an increasing interest in graduate calibre apprenticeships and school leavers' programmes.

The world in which we live measures success predominantly in terms of examination results. In a grammar school it is important that we challenge the girls to succeed in this domain; nonetheless, central to our core aspirations is the conviction that, in the words of Pope John Paul II "the promotion of the human person is the goal of the Catholic School". We have actively committed a generous proportion of curriculum time to such development through tutor time and our Aletheia programme, encompassing reflection and discussion of the greater questions of life. We believe this to be vital in the increasingly complex and challenging world in which the girls live.

Work experience, volunteering and community service are key elements in the development of students' responsibility and resilience. In normal circumstances, students benefit from work experience placements on a weekly basis as part of the Sixth Form Enrichment programme. Alternatively, students can increase their study skills and independence by working towards the Extended Project Qualification, typically a group of 20 Year 12 students.

Many students take part in the National Citizenship Scheme, and through that we are able to foster links with our community and partner primary schools by volunteering and mentoring. The Duke of Edinburgh programme is also a popular extra-curricular activity. Every year, Sixth





Formers establish teams for the Young Enterprise initiative and they create, produce and market their ideas in partnership with local businesses. This gives them the opportunity to operate in a real business environment.

Our Chaplaincy group is active, leading whole-school projects of social justice and awareness. It is led by Sixth Form students who plan and organise events and represent the school at national events such as the FLAME conference. Every year, a group of our Sixth Formers travel to Lourdes with the diocesan pilgrimage group and 14 have trained as Eucharistic Ministers in School in order to serve both our community and their local parishes. Inspired by their studies and the spirit of justice and freedom, four Sixth Form students worked to become official Holocaust Memorial Ambassadors. They have independently organised and lead events and an annual campaign around Holocaust Memorial Day in January.

Internationality is one of our seven school values and we have a responsibility to instil a global outlook in our young people. We have worked with both the SSAT and with Educatius UK to organise both short cultural visits and extended placements for European students in the Sixth Form. Links with our sister schools in Kolkata are particularly important to our community.

In recent feedback to School, a parent described Loreto as:

“Students are self-motivated, independent and show a quiet determination to be the best that they can be”

Ofsted, September 2022



THE POST

Job title	Head of Mathematics
Line Manager	Assistant Headteacher
Responsible for	7 teachers
Grade/Salary	MPS/UPS + TLR 1B
Hours of work	Full-time permanent post

The appointed colleagues will lead an enthusiastic and successful Mathematics Department comprising 8 members of teaching staff, including Head of Department and Second in Department, Mrs Sarah Allott. The department is a cohesive team, with a shared vision to provide the best overall learning experience for all the students in its care. They work hard to ensure this is the case. Collaboration is "the norm", with expertise being readily shared and colleagues eager to learn from one another. The standards of teaching and learning are outstanding.

Mathematics is a very popular and successful subject at Loreto Grammar School. Students are taught in form groups in Year 7 and set in subsequent years. In Years 7 and 8 the department has developed a mastery-based curriculum and all members of the department have taken part in mastery training. KS4 students follow the AQA Linear GCSE and in Year 11 the top sets study the AQA Level 2 Certificate in Further Mathematics. At GCE, the new AQA courses in both Mathematics and Further Mathematics are offered. Sixth Form uptake in Mathematics is high, with over 50 students in Year 13 and over 40 students in Year 12. Our Further Mathematics classes comprise approximately 10 students in each year of the Sixth Form.

Teaching within the department is outstanding and there is an expectation for challenging and engaging lessons. This is achieved through planning, strong positive relationships with colleagues and students, regular and meaningful assessment and feedback and a calm and unflappable approach in pressurised situations. There is a real emphasis on developing the students' independent learning skills as well as their intellectual resilience. Teachers within the department adhere to the highest professional standards, upholding both the school and departmental policies and procedures.

The Mathematics department is an exceptional department, committed to providing students with support and opportunities outside the classroom and contributing to the academic and



extra-curricular life of the whole school. The Department plays a major role in the school's extra-curricular programme. Outside the classroom the Mathematics Department are involved in a range of mathematically related activities, including entry to the UKMT challenges, both individual and team events, at all levels, weekly problem solving workshops for KS4, a chess club for all ages and a variety of fun practical Mathematics activities. The department also runs an after school session looking at 'A Level Maths and beyond' which is aimed at KS5 students. The department also regularly sets Award Badge challenges. Tutorials and mentoring opportunities are accessible across all year groups. The Mathematics and Computing Department supports the School's mission statement, values and ethos both in the nature of relationships with each other, with students, in classroom environments and in delivery of the curriculum.

The Mathematics Department is heavily involved in the Turing North West 2 Maths Hub, with one member, Mr David Connell, being the Assistant Director of the Maths Hub. This has involved working closely with other schools, leading training sessions for teachers. He is also a trained Mastery Specialist and Secondary teaching for Mastery Lead.

Results for the department are consistently excellent. In 2018 these were:

GCSE Mathematics:	APS 7.1
	61% of students achieved grade 9-7
School Progress 8 score:	0.86
A Level Mathematics:	63% of students achieved grades A* to B

Notwithstanding, there are areas of development that the department have identified for improvement.

Assessment for Learning is embedded into schemes of work. Appropriate emphasis is placed upon students knowing their level of attainment and working with staff, through discussion and formative assessment, to progress in line with expectations and beyond.

Mathematics is a very popular subject choice for students' education at degree level at university. The Mathematics department works hard at providing individual advice and guidance for their students as they plan towards their University applications and interviews; we aim to utilise our many links with higher education to ensure students make informed choices and submit strong applications.

All teachers at Loreto have access to four well equipped ICT suites. All Mathematics classrooms have interactive whiteboards, with one Mathematics room containing a computer suite.

The successful candidate will be a good honours graduate who is enthusiastic, inspiring and motivated classroom practitioner, with experience of teaching across at all Key Stages. He/she will have excellent interpersonal and communication skills and the ability to both lead and work



in a collegiate and cohesive way. He/she will be confident in the use of ICT software and hardware and show willing to improve and share their skills with others in the team.

REMUNERATION AND BENEFITS

- A shared vision to provide the best overall learning experience for all the students
- Ample professional development opportunities
- A supportive working environment through the Loreto community and its wider context
- Students who are full engaged and committed learners
- Full-time permanent contract
- Available from September 2023
- MPS/UPS + TLR1B
- Free on-site parking
- Located in the popular market town of Altrincham, close to transport links including train and tram stations.



JOB DESCRIPTION

Job title	Head of Mathematics
Line Manager	Member of Senior Leadership Team
Responsible for	Mathematics department teaching staff
Grade/Salary	MPS/UPS + TLR 1B
Hours of work	Full-time permanent post

The Head of Mathematics will work closely with the Senior Leadership Team and other middle leaders to provide excellent leadership and management for Mathematics across the School. The postholder will ensure that the department delivers high quality teaching, effectively using the resources available, aiming to enable the highest of standards of learning and achievements for all students. In all aspects of their work, the Head of Mathematics will support the vision, values and ethos of Loreto Grammar School.

KEY AREAS OF LEADERSHIP include:

Leadership and management

- To provide strong leadership that results in a clear and shared understanding across the Mathematics Department of the importance of high-quality teaching that engages students and enables them to aspire to and achieve
- To take responsibility for departmental self-evaluation and development planning within the school Quality assurance framework and Ofsted preparation.
- Analyse and interpret national, local and school data, translating requirements and expectations into policy and practice in order to impact student progress
- Ensure data analysis results in effective action plans that are well communicated and understood, monitored and evaluated, resulting in appropriate outcomes.
- Attend, and fully participate in, all Heads of Department meetings
- To be responsible for policies pertinent to the role
- Keep the Leadership Team up to date with national developments specific to the post's areas of responsibilities
- To ensure that policies, practice and standards are implemented, upheld and monitored regularly
- Be a reflective practitioner taking responsibility for your own professional development
- Lead by example and collaborate widely within the School community and beyond



- Fulfil the conditions of employment of school teachers as laid down in the Pay and Conditions Document.

Teaching and Learning:

- Ensure teaching and learning in Mathematics is of a consistently high standard and that best practice is shared across the department so that the needs of all students are met
- Provide staff and students with clear direction, expectations, guidance and support, constructive feedback and targets in relation to standards of student achievement and the quality of teaching, including all identified groups
- Evaluate the teaching of Mathematics in the school, utilising this information to identify effective practice and areas for development, taking appropriate action to improve the quality of teaching as appropriate
- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school
- Ensure teachers of Mathematics are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the wider community

Leading, managing staff and resources:

- Lead the staff, including their professional development, with integrity, through example and support
- Performance manage staff as required to develop personal and professional effectiveness, recognising high performance and tackling inadequate performance, ensuring staff have access to appropriate training, learning and development opportunities
- Ensure trainee and early career teachers are appropriately trained, supported, monitored and assessed against national and local standards and expectations
- Work directly with the SENDCo and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs
- Ensure that the Headteacher, Senior Leadership Team and Governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans via the SLT link line manager
- Assist the Senior Leadership Team in appointment processes relating to the department
- Establish staff and resource needs for the subject and advise senior leaders of likely priorities for expenditure, allocating available subject resources with maximum efficiency to meet



the objectives of the school and subject plans and to achieve value for money and high quality outcomes

- Lead the appropriate deployment of staff and ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Utilise accommodation to create an effective and stimulating environment for the teaching and learning of Mathematics
- Ensure there is a safe working and learning environment in which risks are properly assessed.

General:

- To implement the aims and objectives of the school
- To participate in and contribute to appropriate INSET days and to encourage members of the department to do the same.
- To implement and support the behaviour policies and procedures of the school. In particular to carry out a share of supervisory duties in accordance with published rosters.
- To contribute to broader aspects of school life as opportunity and situations make relevant.
- To undertake the role of Form Tutor and associated responsibilities.
- To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher, including an active contribution to the organisation and development of the school

In relation to all the above, the role of Head of Mathematics is to promote the aims and ethos of this Catholic Grammar School and lead by personal example. The postholder must exhibit commitment, enthusiasm, ingenuity and high-quality leadership in order to enrich the education of students in the School.

PERSON SPECIFICATION:

The successful candidate would demonstrate the following skills:

Qualifications and Professional Development	
Qualified Teacher Status	E
Good honours degree in relevant subject	E
Evidence of commitment to own professional development	E
Leadership qualification(s)	E/D
Recent relevant CPD	E
Knowledge and understanding	
Knowledge of school improvement and effectiveness strategies including processes for monitoring and evaluating performance at both student and team levels, including raising standards and classroom practice.	E



Further qualifications in relevant subject	D
Understanding of quality assurance processes	E
An understanding of the principles associated with managing and leading others	E
Knowledge of current and potential future development in relation of the national and local education scene	E
Up to date knowledge and understanding of the curriculum in the subject	E
Knowledge of assessment for learning and how to use it to engage students	E
Skills	
Excellent IT skills	E
High level of verbal and written communication skills	E
Horizon scanning to enable a strategic view to be taken of potential future changes	D
Ability to lead others, managing day-to-day operational issues collaboratively	E
The ability to create innovative resources and learning opportunities to engage students	E
Ability to work as part of a team	E
The ability to form good relationships with colleagues, students, parents and other professionals	E
The ability to meet deadlines using effective time management skills	E
Able to demonstrate a proven track record of effective behaviour management strategies	E
The ability to effectively use data, assessment and target setting to address weaknesses and raise standards	E
Experience	
An outstanding teaching and learning practitioner	E
Experience of planning and teaching secondary curriculum across all Key Stages	E
Proven track record as a responsibility holder (TLR position) with a minimum of 2 years' experience	E/D
Experience of coaching and mentoring	D
Personal Qualities	
Able to lead and supervise in order to provide others with a clear direction and set appropriate standards of behaviour that aligns with the vision and values of the school	E
Able to adhere to principles and values e.g. upholds ethics and values	E
A commitment to continuing personal professional development	E
A commitment to safeguarding and promoting the welfare of young people	E



SAFEGUARDING

Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although s/he may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.



APPLICATION PROCESS

This is a full-time permanent contract to start in September 2023. The following relevant documents are on our website www.loretogrammar.co.uk

- Application pack
- Advert
- Application form
- Recruitment and Selection Procedure – Guidance Notes for Teaching Staff Applicants
- Recruitment Monitoring Form
- Ofsted Inspection Report 2022
- Shrewsbury Diocese Section 48 Report 2019

Please refer firstly to the 'Recruitment and Selection Procedure - Guidance Notes for Teaching Staff Applicants' on the website. Should you decide to apply for the post, please complete the application form and Recruitment Monitoring Form, accompanied by a supporting letter addressed to Mrs Beever, Headteacher. Your letter should not exceed 2 pages of A4 in length but should address:

- The vision, experience, and qualities which you would bring to this role at Loreto Grammar School and which you feel are of particular relevance to the post.
- Current curriculum challenges and opportunities within Mathematics which you believe to be most important.

The closing date is **Thursday, 26, January 2023 at 10.00am.**

Interviews will take place **on Wednesday, 8 and Thursday, 9 February 2023.**

If you have not heard from us by 1 February 2023, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we receive for our posts, we are unable to provide feedback on unsuccessful applications. Candidates invited to selection interviews will be offered feedback.



CONTACT US

Headteacher	Mrs J A Beever MA
Address	Dunham Road, Altrincham, Cheshire WA14 4AH
Telephone number	0161 928 3703
Email	recruitment@loretogrammar.co.uk
Website	www.loretogrammar.co.uk

