



# Saint Edmund Arrowsmith

## Catholic Academy

## Head of Maths Department Recruitment Pack



# Pope Francis

## Catholic Multi Academy Trust

Enabling schools, aspiration and  
faith to flourish by:  
**Uplifting Hearts, Inspiring Minds**

# Why Choose Our School?



Saint Edmund Arrowsmith  
Catholic Academy

## Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.



## Our School Values

Love, inspiration, Empowerment and joy

***"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023***

Our vision for St Edmund Arrowsmith Catholic Academy is that we create a community that is united through our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience, which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

This aim is born from our mission statement, 'I have come in order that they may have life, life in all its fullness' John 10:10.





### The Role

We are seeking a dynamic and inspirational leader to join our team as Head of Mathematics at our Catholic secondary school. This is a unique opportunity to shape the vision and strategic direction of a department within a school community rooted in faith, respect, and academic excellence.

As Head of Mathematics, you will lead by example, fostering a culture of high expectations, innovation, and achievement. You will drive curriculum development, champion outstanding teaching and learning, and ensure that every student is challenged, supported, and inspired to reach their full potential. We are looking for a committed professional with a passion for mathematics, strong leadership skills, and a genuine understanding of and respect for the Catholic ethos.

If you are ready to make a real impact and contribute to a forward-thinking, values-led school community, we would be delighted to hear from you. An understanding of, and respect for, the Catholic ethos of the school is essential.

If you are a dedicated leader with high expectations of yourself and your students, and you are excited by the prospect of working in a caring, high-achieving school, we would be delighted to receive your application.





## General duties:

- ✳ Take responsibility for the overall provision of the curriculum
- ✳ Lead and take responsibility for developing a curriculum that provides pupils with a range of opportunities and the skills they need to prepare for later life
- ✳ Be accountable for the strategic leadership and management across the curriculum area, developing and implementing plans, policies, targets and practices within the context of the Academy's aims and policies.
- ✳ Manage staff within the curriculum area, providing appropriate support, challenge, advice and information, as necessary.
- ✳ Implement the school's schemes of work.
- ✳ Comply with Academy's policies and procedures, in particular those relating to the wellbeing and safeguarding of pupils.

**Post Title:** Head of Maths Department

**Pay Scale:** Main pay range 1-6 / Upper pay range 1-3. TLR1C

**Contract:** Permanent

**Start Date:** September 2025

**Job Purpose:** The successful candidate should have a passion and ambition to develop as a curriculum lead and teacher and be able to teach and lead maths up to and including Key Stage 4.

## Curriculum development:

- ✳ Take responsibility for developing a curriculum that offers flexibility through a broad range of subjects at all key stages.
- ✳ Create a clear curriculum plan that outlines the aims of the curriculum and its links to the SIP and the Academy's overall curriculum intent.
- ✳ Maintain a thorough and up-to-date knowledge of the national curriculum and ensure any developments are reflected in the Academy's policies.
- ✳ Work with the SLT to embed the Academy's curriculum intent and implementation methods securely and consistently across the Academy.
- ✳ Ensure work given to pupils matches the aims of the curriculum and is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
- ✳ Plan curriculum content that builds on taught Key Stage knowledge and skills.
- ✳ Ensure the curriculum contains content that has been identified as the most useful and that this content is taught in a logical progression, systematically and explicitly enough for all pupils to acquire the intended knowledge and skills.
- ✳ Work with staff to promote the use of a broad range of appropriate teaching and learning strategies.

*"[St Edmund Arrowsmith Catholic Academy] is ambitious for pupils to succeed... Staff foster positive relationships with their pupils... Pupils told inspectors that they feel safe... Staff know their pupils well and promote positive attitudes to learning. Pupils know whom they can talk to with any worries they may have." Ofsted, 2024*



## **Curriculum development Continued...**

- ✳ Construct a curriculum that is ambitious and designed to provide all pupils with the knowledge and cultural capital they need to succeed in later life.
- ✳ Ensure the curriculum offers academic, vocational and technical ambition for all pupils, and is not narrowed for disadvantaged pupils or those with SEND.
- ✳ Adapt the curriculum, where necessary, to ensure it meets the needs of all pupils and develops their knowledge, skills and abilities, including pupils with SEND.
- ✳ Ensure the Academy's local context is reflected in the curriculum.
- ✳ Report to the SLT on the impact of the curriculum plan and identify areas for improvement.

## **Operational:**

- ✳ Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the Academy and its policies.
- ✳ In conjunction with subject leaders, monitor and evaluate standards of attainment through collecting, analysing and reporting on performance data.
- ✳ Work with subject leaders to develop aims, objectives and strategic plans for the effective delivery of the curriculum.
- ✳ Ensure all members of the faculty are familiar with the curriculum aims and objectives within the SIP.
- ✳ Be responsible for health and safety practices in the curriculum area.

## **Management of resources:**

- ✳ Work with the SBM to plan and allocate the curriculum budget to ensure value for money.
- ✳ Monitor and review all resources used in the curriculum area in terms of quality, quantity and use, to improve the experience and outcomes of pupils, ensure efficiency and secure value for money.
- ✳ Ensure the faculty's teaching commitments have been effectively and efficiently timetabled and resourced.
- ✳ Provide all staff with the equipment and resources they need to help pupils learn effectively and ensure resources are used and returned properly.

## **Additional duties:**

- ✳ Work with the SBM to plan and allocate the curriculum budget to ensure value for money.
- ✳ Attend all scheduled meetings for the curriculum area.
- ✳ Work closely with subject leaders and support staff to promote inclusion, a positive ethos and personalised learning for pupils.



## **Additional duties continued...**

- \* Promote the work of the curriculum area, e.g. via parents' evening & assemblies.
- \* Adhere to the processes outlined in the Academy's Behavioural Policy, ensuring that challenging behaviour is dealt with appropriately.
- \* Maintain high expectations of behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focussed teaching.
- \* Undertake additional duties as expected by the headteacher to ensure the effective running of the curriculum area.

## **Teaching and learning:**

- \* Carry out class teaching duties as agreed.
- \* Set high expectations which inspire, motivate and challenge pupils.
- \* Implement and deliver an appropriately broad, relevant and differentiated curriculum that builds on pupils' prior knowledge.
- \* Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring they are all able to progress to their potential.
- \* Monitor and support the overall progress and development of pupils in line with the curriculum requirements.
- \* Provide and contribute to oral and written assessments, reports and references relating to individual or groups of pupils.
- \* Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
- \* Develop effective assessment practices that support curriculum teaching.
- \* Use assessment of pupils' progress to inform future teaching.
- \* Ensure good knowledge of the subject being taught.
- \* Create an environment that focusses on pupils.
- \* Ensure lesson subject matter is presented clearly, encouraging appropriate discussion about what is being taught.
- \* Ensure pupils' understanding of the curriculum is checked systematically, misconceptions are identified accurately and feedback is clear and direct.
- \* Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
- \* Select resources that reflect the Academy's ambitious intentions for the subject, that support the intent of the planned curriculum and provide pupils with knowledge and skills for the future.
- \* Ensure the work given to pupils matches the aims of the curriculum.
- \* Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of departmental resources.
- \* Share and support the Academy's duty to provide and monitor opportunities for personal, academic and spiritual growth.



## **Leadership and management:**

- \* Be an active curriculum leader, attending leadership meetings as required and reporting back to departmental colleagues where necessary.
- \* Lead and manage all staff members working in the curriculum area.
- \* Act as a point of liaison between the SLT and teachers.
- \* Work with departmental colleagues to develop appropriate, effective and purposeful schemes of work, learning resources, curriculum policies and classroom practices.
- \* Take account of staff workload when planning the curriculum, schemes of work, marking and feedback and communication policies.
- \* Implement assessment practices that help pupils embed knowledge and assist staff in producing clear next steps, without creating additional workload for staff.
- \* Ensure the collection of attainment or progress data in the curriculum area is proportionate, represents an efficient use of Academy resources and is sustainable for staff.
- \* Provide staff with the knowledge and resources they need to assess and teach the curriculum effectively.
- \* Effectively contribute to leadership discussions and decisions.
- \* Adopt a positive attitude that motivates and inspires other members of staff, enabling them to carry out their duties to the highest standards.
- \* Plan, organise and lead regular meetings with staff.
- \* Inform departmental colleagues of any developments in the curriculum and monitor changes as they are implemented.
- \* Lead communications with parents and the wider community in relation to the curriculum.
- \* Monitor the effectiveness of the faculty's work in the curriculum area.
- \* Identify staff training needs, provide support and organise training to improve the quality of teaching and learning.
- \* Organise relevant CPD to help staff members progress.
- \* Set targets and monitor, evaluate and review progress towards staff achievement, and report this to the SLT.
- \* Contribute towards recruitment and interviewing processes, where necessary.
- \* Take responsibility for the induction of new staff and act as a mentor to provide support and guidance where necessary.
- \* Undertake self-evaluation and review as appropriate, including an annual review of the curriculum area.
- \* Plan and prepare a staff handbook for the curriculum area or contribute to the whole-Academy staff handbook as appropriate, advising on procedures, policies and practices.
- \* Ensure teachers always support and uphold the Academy's aims and policies.



**Applicants must meet all of the essential requirements for this post.**

Qualifications and Professional Development	Essential	Desirable
QTS	X	
2:1 or above degree in the subject area or other relevant subject	X	
Have undertaken training relevant to the post		X
Hold a first aid certificate		X
Be willing to undertake further training relevant to the post	X	

Knowledge, Skills and Competencies	Essential	Desirable
Experience of teaching subject area in a school environment for four years, demonstrating exemplary practice	X	
Experience of assisting with the development of the curriculum in subject area	X	
Experience of leading or managing other staff members in a school environment		X
Experience of managing, monitoring and evaluating the quality of teaching and learning		X
Ability to contribute to whole-school self-evaluation	X	
Ability to assist in developing school policies	X	
Ability to effectively support pupil wellbeing and manage behaviour	X	
Ability to work with and support pupils of all abilities, including those with SEND	X	
Experience of managing, planning and record keeping, and how these can affect pupil outcomes	X	



**Applicants must meet all of the essential requirements for this post.**

Knowledge, Skills and Competencies	Essential	Desirable
Awareness of current developments in the national curriculum	X	
Awareness of school policies and procedures in general	X	
Knowledge of a range of effective teaching and learning strategies	X	
Ability to successfully plan and allocate a budget		X
Ability to organise and deliver staff training		X
Ability to assist with performance management reviews		X
Ability to use data analysis of assessment data to raise standards of achievement		X
Ability to display strategic management skills		X
Ability to analyse and interpret assessment data, form reports and suggest and implement changes based on these		X
Ability to maximise the potential of all staff		X

### Personal traits – The successful candidate will be:

- able to demonstrate leadership qualities by leading, motivating and working effectively with other members of staff
- able to contribute towards strategies that support the development of the school
- able to effectively lead a large team of staff
- able to communicate effectively using a range of methods
- able to identify where working practices can be improved and develop actions plans
- experienced in teaching using a wide range of strategies that meet differing learning styles and the needs of all pupils
- able to effectively respond to challenges
- able to effectively manage staff performance
- able to effectively deploy and utilise resources
- able to raise standards of achievement
- able to uphold high standards of themselves, other staff and pupils



**Applicants must meet all of the essential requirements for this post.**

### **Personal traits – The successful candidate will have:**

- excellent verbal and written communication skills
- excellent time management and organisation skills
- a flexible approach towards working practices
- high expectations of self and a desire to maintain professional standards
- the ability to work as both part of a team and independently
- the ability to maintain successful working relationships with colleagues
- a commitment to empowering and supporting others
- a commitment to promoting high quality and consistent practices
- a dedication to their professional development and that of others
- a commitment to the value and promotion of the curriculum area

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

*"There is a sense of positive renewal about the school... The school has successfully placed Catholic life and mission at the centre, deriving the energy for improvement from the Word of God... The model for prayer and liturgy is exceptionally strong. This is making a lasting impact on the formation of students as well as staff."*

*CSI, 2023*

*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.*

*If you have any feedback on the application process and how we can make it more accessible, please let us know via [info@pfcmat.org](mailto:info@pfcmat.org).*

# What Can We Offer You?



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

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

## What We Offer For All Staff

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.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: [www.pfcmat.org/Staff-Benefits- Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.



*Andrew Dawson*

Andrew Dawson, CEO

# Why Choose Our School?



Saint Edmund Arrowsmith  
Catholic Academy



Dear Candidate,

Thank you for your interest in the position as **Head of the Maths Department**. As Acting Headteacher for Saint Edmund Arrowsmith, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all**. Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them. Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna Acting Headteacher  
Saint Edmund Arrowsmith Catholic Academy



## How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✦ 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.

**Closing Date: 12pm, Monday 12th May 2025**

Completed applications should be clearly marked with the post title and returned electronically for the attention of **Mrs D McEwan-Hancock at [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org)**.

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: **[stedmundarrowsmithcatholicacademy.org/Policies/](https://stedmundarrowsmithcatholicacademy.org/Policies/)**

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.