



# CARDINAL ALLEN CATHOLIC HIGH SCHOOL

*'Living to make Christ known'*



*'Pupils are happy to attend this kind and welcoming school'* Ofsted

**LEAD TEACHER OF MATHS  
APPLICANT INFORMATION PACK**



# Our Foundation Statement

Cardinal Allen is a Catholic comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines, and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The School believes that the education and formation of our children is a responsibility shared by parents, carers, teachers and the Church. Whilst we recognise that parents and carers should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



# Welcome to Our School

**April 2025**

Dear Colleague,

Thank you for your interest in the post of Lead Teacher of Maths at Cardinal Allen Catholic High School.

We have a great Maths team and, with our long serving second in Maths now moving on to a new challenge, we are looking for a fantastic teacher of Maths with the ability to support the leadership of one of our flagship departments.

If you are prepared to work hard, you will enjoy developing your craft with us. The school is well resourced, oversubscribed, and fully staffed. Colleagues have the opportunity to take advantage of a range of professional and career development opportunities to meet their needs and ambitions.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding. Our aim is to provide all our pupils, regardless of their starting point, the best chance to succeed in whatever they want to do.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school and department, along with the job description and person specification.

I trust that you'll find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. If you are interested, I would be delighted if you were able to make arrangements to visit our school, or at least call to discuss our ambitions for our pupils. If you would like to take up this offer, please contact me directly at [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk).

Yours sincerely,

Andrew Cafferkey  
**Headteacher**



# Advert – Lead Teacher of Maths

## CARDINAL ALLEN CATHOLIC HIGH SCHOOL

### Lead Teacher for Maths

*Permanent TLR 2.1 (£3,391)*

*Possible temporary additional TLR for an exceptional candidate*

*M1 (£31,650) to UPS3 (£49,084)*

*Required for September 2025*

The Governors of this very successful Catholic High School wish to appoint a dynamic and inspirational Lead Teacher of Maths to join our strong and dedicated Maths Department.

This role will offer the successful candidate exciting challenges that will be both rewarding and fulfilling, and will support you to achieve your own personal career goals and aspirations. Governors would be delighted to offer an additional temporary TLR for an appropriately experienced and exceptional candidate.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and our committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

#### **Governors hope to appoint someone who will:**

- Love and care for our children as much as they would their own;
- Be, or have the potential to be, in every sense a great teacher;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved;
- Have high expectations of both themselves and those they work with;
- Be able to lead and inspire colleagues to continuously improve;
- Always be willing to go the extra mile for our children.

Cardinal Allen is a forward looking, oversubscribed, outstanding Catholic school, evaluated by Ofsted as a '**good school**'. Inspectors said, '**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**'. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Application forms and further details are available via the school website. Candidates are more than welcome to call the Headteacher for an informal discussion or to visit the school prior to application. The closing date for applications is 28<sup>th</sup> April 2025 at 9.00am. Applications should be emailed to [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk).

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head@cardinalallen.co.uk ♦ [www.cardinalallen.co.uk](http://www.cardinalallen.co.uk)



# General Information

## THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800+ pupils form a friendly, open school, in which discipline is good and where a high value is placed on order, respect for others and personal endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2025 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by [Ofsted](#) and in our [Section 48 Denominational Inspection Reports](#). We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country and have been redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years, were National Eco School of the Year in 2020, and we are a strategic partner in the Catholic Teaching Alliance.

## OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and our pupils:

“The students at Cardinal Allen embrace and benefit from the opportunities for Catholic life and mission offered them by the school. Most feel deeply cared for and respected in their uniqueness and human dignity.” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted)

“Behaviour in lessons is outstanding and pupils are able to understand how well they are doing, following regular formative feedback from their teachers.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted)

“Students are provided with excellent opportunities for prayer and liturgy at Cardinal Allen and they respond enthusiastically and with interest” (Section 48)



## THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway, which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away and journey times to school are significantly improved following the completion of two major road developments on the M55 and A585.

## THE MATHS DEPARTMENT

We have a stable department and are lucky to have a team full of Maths specialists with a wealth of skills and experience, led by a Curriculum Leader and supported by a Lead Teacher (including three members of the team who are also Assistant Headteachers). There is a strong sense of team spirit and mutual support, as well as a passion for the subject. We are a forward-thinking department, drawing on research and best practice to innovate both our curriculum and its implementation to the best possible standard. As a school we are committed to continual improvement which is demonstrated through the time given weekly to departments, where it can best be used to share ideas, enhance our routines and sharpen our practices. Colleagues are very receptive to new ideas, are open to change and challenge whilst being happy to share ideas and best practice through our open-door policy.

We are fortunate to have 7 well-resourced classrooms grouped together in the Allen Building, also incorporating office spaces, ample storage space and even our own kitchen space. Each classroom is equipped with a desktop computer, interactive LED learning panel, visualiser and we draw from a wide range of online resources and subscriptions to support staff in their planning and preparation.

Our new colleague will receive all the support and encouragement necessary to make a difference to our pupils, develop professionally themselves and given every opportunity to make a positive impact in the development of our department, as we strive for both improved outcomes and harnessing a love of Maths in all the students we teach.



## WHO ARE WE LOOKING FOR?

We are an ambitious school and want the very best for the youngsters in our care. First and foremost, we are looking for a great teacher of Maths, but someone who also has the potential to support and enhance the leadership of this core curriculum area.

Governors welcome applications from those who don't currently have a leadership responsibility, but would also be prepared to offer an additional temporary TLR for an appropriately experienced colleague with a successful track record in a leadership role. Governors will be happy to discuss this at interview, along with what any additional responsibility might include.

## WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



## HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

### Visits to school

Governors would be delighted for interested colleagues to contact the Headteacher for an informal discussion or to visit the school prior to application – this can be facilitated both within and beyond the school day, and at your convenience.

### Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- The application form invites you to write a supporting statement. This should be clear, concise, and related to this specific post at our school. Whilst it should include how your experiences to date have prepared you for this role, and the impact that you have had in your current role, we would very much like to hear how your leadership at Cardinal Allen will ensure that all our pupils have the opportunity to realise their full potential;
- Applicants should also submit an additional three completed forms:
  - Recruitment Monitoring Form;
  - Rehabilitation of Offenders Act Form;
  - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Mr A Cafferkey, and sent to [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk). All applications will be acknowledged.
- The closing date for applications is 28<sup>th</sup> April 2025, at 9.00am. Applications received after the closing date will not be considered.

### References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. **One of your referees must be the headteacher of the school in which you are currently employed.**

### Shortlisting

Governors will meet to consider applications shortly after the closing date. Shortlisted candidates will be contacted by telephone, and specific details of the selection process will be shared via email. Applicants who aren't shortlisted will be notified once an appointment has been made.



# Job Description – Lead Teacher of Maths

<b>JOB DESCRIPTION FOR:</b>	<b>Lead Teacher for Maths</b>
<b>Main responsibilities/Purpose:</b> <ul style="list-style-type: none"><li>• Support the Curriculum Leader and to deputise where appropriate.</li><li>• Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the subject area, in accordance with the aims of the school and the curriculum intent.</li><li>• Support the development and enhancement of teaching practice of others in the department.</li><li>• Monitor and support the overall progress and development of pupils as a leader within the curriculum area and as a Form Tutor.</li></ul>	
<b>Line Manager:</b> Curriculum Leader	
<b>Line Managing:</b> At least one other team member	
<b>Liaising with:</b> Curriculum Leader, colleagues, any relevant external agencies, and parents.	
<b>Working Time:</b> 190 Pupil days per year; full-time; 5 In-service days; directed time as detailed by the Headteacher	
<b>Post duties: Lead Teachers</b> <p>In line with the explicit aims of Our Foundation Statement, all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and callers. We place the highest value on the very positive and supportive relationships which exist between staff, and between staff and pupils. Those in leadership roles are expected to set a positive example to others in this respect.</p>	
<b>Improving Standards:</b> <ul style="list-style-type: none"><li>• Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;</li><li>• Support the Curriculum Leader in the writing and implementation of the Curriculum Improvement Plan.</li></ul>	
<b>Curriculum, Teaching, Learning and Assessment:</b> <ul style="list-style-type: none"><li>• Share responsibility for the development and delivery of the curriculum across the department so as to ensure the continued relevance to the needs of pupils;</li><li>• Actively monitor and respond to curriculum developments and initiatives at a national and local level;</li><li>• Lead on the development of programmes of learning to ensure accelerated progress for all pupils;</li><li>• Monitor, evaluate and share the lead on improving the quality of teaching and learning across the department;</li><li>• Support the Curriculum Leader in implementing whole school policies in relation to curriculum, teaching, learning and assessment within the department;</li><li>• Ensure an effective assessment process across the department – that informs pupils and parents of progress being made, identifies next steps and any relevant interventions, and contributes to an accurate picture of the progress of individual pupils, classes, sub-groups and the department as a whole.</li></ul>	
<b>Staffing:</b> <ul style="list-style-type: none"><li>• Promote a culture of continuous improvement amongst colleagues within the department;</li><li>• Positively engage with the Appraisal Process as both an appraisee and appraiser</li><li>• Support the identification of the professional development needs of the department, and individuals within it, and to liaise with the SLT in meeting such needs;</li><li>• Make appropriate arrangements for classes when staff are absent - liaising with colleagues to ensure that learning continues and that the needs of pupils are met;</li><li>• Support the effective induction of new staff in line with School procedures;</li><li>• Promote teamwork and motivate staff to ensure effective working relations;</li><li>• Participate in, and actively support, the school's programme for trainee teachers;</li></ul>	
<b>Quality Assurance and Intervention</b> <ul style="list-style-type: none"><li>• Support the process of monitoring and evaluation within the department in line with agreed school procedures, quality standards and performance criteria;</li><li>• Evaluate learning through lesson observations, drop-ins and work scrutinies in line with school procedures and expectations, and provide formative feedback to colleagues as appropriate;</li><li>• Support an annual self-evaluation of the department and produce, implement and review a Curriculum Improvement Plan;</li><li>• Review pupil progress towards aspirational targets and ensure interventions as appropriate for individual pupils, whole classes and teachers;</li><li>• Identify and take appropriate action on issues arising from the quality assurance systems – including drawing up monitoring and support plans for colleagues to improve the quality of provision where necessary;</li></ul>	

- Produce reports as a part of the quality assurance cycle for senior leaders, Governors and external agencies.

#### **Communications:**

- Communicate effectively with the parents of pupils as appropriate, including the completion of reports, circulars and attendance at Progress Evenings;
- Liaise enthusiastically with partner schools, higher education, industry, awarding bodies and other relevant external bodies;
- Follow agreed policies for communications in the school;
- Represent the department's views and interests.

#### **Marketing and Liaison:**

- Take part in marketing and liaison activities such as Open Evenings, Progress Evenings, and liaison events with partner schools;
- Contribute enthusiastically to the development of effective subject links with partner establishments and the local community.

#### **Management of Resources:**

- Manage all available resources efficiently, including deployment of the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records;
- Work with the Senior Leader responsible for the Curriculum in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

#### **Duties related to Teaching and Learning:**

The [Teachers' Standards](#) document gives a full description of teacher competencies. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal regulations.

- Undertake an appropriate programme of teaching in accordance with the duties of a Lead Teacher.
- Teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of pupils
- Ensure a high quality learning experience for pupils which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Make appropriate provision for pupils with Special Educational Needs based on the I.E.P.s produced in conjunction with the Learning Support Department.

#### **Duties relating to Pastoral /Other/Specifics:**

To play a full part in the life of the school community by going the extra mile, to support its distinctive Catholic mission and ethos, and to encourage and ensure that staff and pupils follow this example.

#### **Other Specific Duties:**

- Support the school in meeting its legal requirements for worship;
- Continue personal development as agreed;
- Undertake any other duty as specified by STPCD not mentioned in the above;
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**



# Person Specification – Lead Teacher of Maths

**Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.**

The successful candidate will need to be able to articulate a clear vision for the teaching of Maths and a commitment to giving their all for our children. The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
<b>Qualifications and Professional Development</b>	
Qualified Teacher Status	E
Recognised and relevant degree or equivalent	E
Evidence of appropriate professional development for the role of Lead Teacher	E
<b>Experience</b>	
Successful teaching experience across the secondary phase	E
Successful preparation of candidates for public examination	E
Involvement in the development and of the Maths curriculum	E
<b>Knowledge and Skills</b>	
A current knowledge and understanding of the Key Stage 3 and Key Stage 4 Maths curriculum	E
Exemplify how the needs of all pupils have been met through high quality teaching	E
Communicate effectively, both through speaking and writing to a variety of audiences	E
Provide effective support to staff, as well as be approachable, reliable, and confidential	E
Work effectively with a range of people, including pupils, colleagues and parents	E
Understand the use and application of ICT in a range of contexts	E
An understanding of the evaluation of standards of teaching and learning in Maths	E
An awareness and appreciation of impact of effective improvement planning and target setting	E
The ability to plan meticulously and think strategically	E
The ability to analyse and use data to identify issues, and inform improvement strategies	E
Efficient and effective administrative and organisational skills	E

Selection Criteria	Essential / Desirable
<b>Personal Qualities</b>	
Personal impact and presence	E
Adaptability to changing circumstances and new ideas and an ability to challenge the status quo	E
High levels of motivation and a commitment to high standards	E
Analytical, creative and flexible thinking	E
Work under pressure: meet deadlines, prioritise, and effective time management	E
Able to lead with honesty, integrity and selflessness	E
An excellent attendance and punctuality record	E
Self confidence	E
The ability to promote team values and encourage others to do the same	E
Capacity to enthuse colleagues and promote an atmosphere of co-operation and mutual support	E
<b>Commitment</b>	
A willingness to support and uphold the Catholic ethos of the school. This would be evident in the positive contribution made to the prayer and worship life of the school.	E
To equal opportunities	E
Willing to participate fully in the wider life of the school and contribute to enrichment activities	E





**Cardinal Allen Catholic High School**

**Melbourne Avenue, Fleetwood, Lancashire, FY7 8AY**

**[head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk)**