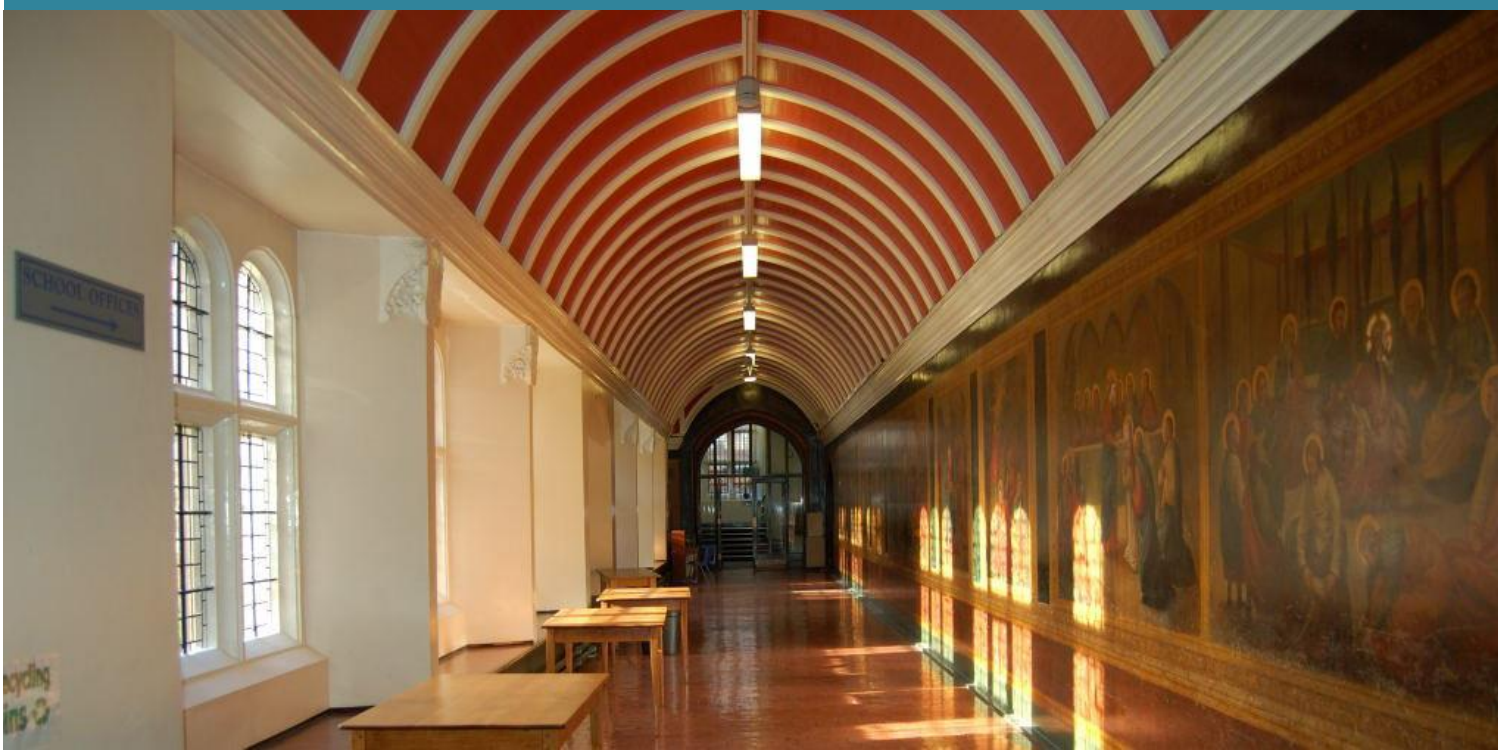
TEACHER OF MATHEMATICS
(COVER FOR SPRING TERM 2023)
CANDIDATE INFORMATION



Sacred Heart High School

"For the sake of one child, I would have founded the Society"

MADELEINE SOPHIE BARAT

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LETTER FROM THE HEAD, September 2022

Dear Applicant,

Thank you for expressing an interest in the post of **Teacher of Mathematics** at Sacred Heart High School. This is a full-time, fixed term post for one term (Spring Term 2023). The information we are sending will, I hope, give you some idea of what Sacred Heart High School is like.

The information contained in this pack includes the school's Mission Statement and Aims. The school's vision and spirit are summed up in this document, which also provides the basis for decision making, strategic planning and the monitoring and evaluation of all aspects of provision. It is most important that you feel able to be enthusiastic about supporting and implementing the Mission Statement. Although we do not enclose it, a copy of the school's most recent Ofsted report (2017) is available at www.ofsted.gov.uk/reports. More information about the school can be found on the school's website www.sacredhearthigh.org.uk. A job description and person specification are included. When writing your application, please address each of the aspects of the person specification in turn. Whether or not you are shortlisted and subsequently appointed depends upon how far you show evidence of meeting these criteria in a systematic way.

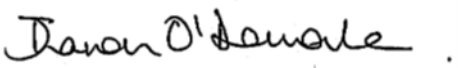
Sacred Heart High School is an **'exceptional school' (Ofsted September 2017)** in the trusteeship of the Society of the Sacred Heart and belongs to a large global network of schools. The pupils and staff are exceptional people to work with. Behaviour and relationships are excellent and are steeped in our strong ethos, philosophy of education and Sacred Heart traditions. The Calder building which houses our science laboratories and Sports Hall has helped to increase our intake in year 7 by an additional form the reached capacity in September 2020.

Our school has a proven track record of outstanding success and is one of the top 100 non-selective state funded schools in England based on our current results with 92% of pupils gaining 5+ subjects at grade 5+ and 88% gaining 5+ grades at 5+ including English and Maths in 2022. We have also been recognised in the top 100 schools based on the percentage of pupils achieving the English Baccalaureate. The school's A Level results, following the opening of a Sixth Form in September 2013, are just as outstanding with 58% achieving A*-B.

Mathematics is an outstanding department that achieves excellent examination results. In 2022, 95.3% of GCSE pupils achieved 4+ with 76.5% gaining 6+ and 36.8% achieving levels 8-9. At A Level students achieved a 96% pass rate with 42% awarded A*-B.

We look forward to reading your application and to meeting you in person at the interviews. Please note: the closing date for applications is **Monday 3rd October** and interviews will be held shortly after. Please include an email address and a contact number in your application so that we can contact you if you are shortlisted. Shortlisted candidates will be expected to teach a sixty minute lesson, further information will be sent by email immediately after shortlisting.

Yours sincerely,



Mrs S. O'Donovan
Headteacher

SACRED HEART HIGH SCHOOL

Mission Statement

We are an 11-18 girls' comprehensive school. The school was founded in 1893 by the Society of the Sacred Heart and has always sought to promote the education of women and academic excellence. Today we are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek to constantly improve everything we do so that we can make a difference for the young women who will shape the society of the future.

Above all else, this community works together to bring one another to an awareness of the fullness and meaning of their life, rooted in the love of God.

We do this through:

- Providing an excellent education which inspires a life-long love of learning;
- Respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith;
- Offering a broad and balanced curriculum which meets the needs of each student;
- Challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others
- Recruiting excellent, committed and highly qualified staff who are valued and respected for their contribution and development as learners and educators
- Building upon our partnership with parents, the Society of the Sacred Heart, Governors, the Church and the local education authority
- Strengthening and extending collaborative links with the international network of Sacred Heart schools and Colleges, other learning institutions, including Universities and the wider community;
- Creating a well ordered, stimulating, and secure learning environment, which encourages personal growth in an atmosphere of wise freedom;
- Making effective use of all our resources on behalf of the young people who come here.

Vision

Our school will continue to be a community of faith and learning:

- underpinned by our rich heritage, philosophy and traditions of the Society of the Sacred Heart;
- a place which has the human person at the centre – mind, heart, body and soul;
- where every member of the community is recognised, acknowledged and rewarded for their contributions;
- that inspires and challenges everyone to be the best they can be;
- a nurturing environment for all - pupils and staff - rooted in love where morale is positive; people are joyful and have the courage to be honest, to meet challenges, to take risks and make mistakes;
- where communication with each other is in a spirit of learning and continuous improvement;
- one that is chosen by pupils and parents because of its strong Catholic ethos and pursuit of excellence for pupils and staff;
- known for its vibrancy, creativity and innovation and excellent outcomes in all Key Stages;
- connected to the wider world - former pupils, parents, local, national and international networks; and
- where pupils have the confidence and support to maximise their achievements in all aspects of their lives, enjoy their time with us and leave with a sense of their own giftedness 'seriously begun' to face the future.

Priorities

1. **CATHOLIC LIFE OF THE SCHOOL**
   Continued affirmation of our Sacred Heart ethos, philosophy and traditions, excellent opportunities for pupil and staff faith formation, participation in liturgical and sacramental celebrations and action in service for social justice.
2. **LEADERSHIP AND MANAGEMENT**
   To ensure robust and rigorous leadership at all levels to secure continuous improvement, high expectations and outstanding achievement for all.
3. **TEACHING, LEARNING & ASSESSMENT**
   A clearly articulated rigorous curriculum aligned with national standards, 21st century skills and Gospel values, supported by highly effective teaching, and informed by well researched pedagogical approaches to strengthen learning and assessment
4. **PERSONAL DEVELOPMENT, BEHAVIOUR & WELLBEING**
   Strengthen and develop robust policies and practices to ensure highly effective support for pupils' spiritual, moral, social and cultural development, and their emotional, mental and physical, wellbeing and safety.
5. **ACHIEVEMENT & STANDARDS**
   Have well established systems and process to secure excellent achievement and outcomes for all.



VACANCY ADVERT

TEACHER OF MATHEMATICS
Salary: Teachers' Main Pay Scale / Upper Pay Scale
Required from: January 2023 – for one term
Reporting to: Director of Mathematics

Sacred Heart High School (described by Ofsted in 2017 as 'exceptional') is one of the top 100 non-selective state funded schools in England based on our current GCSE results with 87% gaining 5+ standard passes including English and Maths. The school's A-Level results, following the opening of a Sixth Form in September 2013, are just as outstanding with 58% achieving A*-B. Our school also leads the successful West London Teaching School Alliance.

An exciting opportunity has arisen at the school and we wish to appoint a **Teacher of Mathematics**. The candidate must be an outstanding, focused and motivated individual who can lead the pupils to achieve far beyond their own expectations. The successful candidate must have passion for their subject and a desire to develop this in others. They must be eager to advance their own teaching skills and develop professionally as well as being keen to share ideas with their colleagues within this dedicated team. A willingness to contribute more widely to the extra-curricular life of the school is expected.

The Teacher of **Mathematics** will inspire pupils to learn every day and support other teachers and leaders in this area to produce the best possible lessons and activities that engage and challenge every pupil, including offering enrichment to enhance and deepen subject knowledge.

Mathematics is an outstanding department that achieves excellent examination results. In 2022, 95.3% of GCSE pupils achieved 4+ with 76.5% gaining 6+ and 36.8% achieving levels 8-9. At A Level students achieved a 96% pass rate with 42% awarded A*-B.

The closing date for applications is **Monday 3rd October a**nd interviews will be held shortly after.

SHHS *is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure & Barring Service certificate will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.*

JOB DESCRIPTION

ABOUT THE ROLE

Job Title:	**Teacher of Mathematics**
Salary:	Teachers' Main Pay Scale
Hours of Work:	Full-time
Responsible to:	Director of Mathematics

INTRODUCTION

- To support the school's ethos and aims as expressed in the school's Mission Statement
- To undertake professional duties as described in the current Teachers' Pay and Conditions Document
- To carry out the role of classroom teacher in accordance with the Professional Standards for Teachers

RESPONSIBILITIES

- To teach Mathematics to groups of all pupils across the ability range in Years 7 – 13
- To ensure that all lessons are planned with clear learning intentions.
- To take into account the differing abilities and any SEND needs of pupils and use data to differentiate accordingly
- To liaise with the school SENCO to ensure effective strategies are in place to support the learning of SEND pupils
- To check that all subject matter is effectively communicated and mastered by all groups of pupils
- To contribute to a vibrant and varied curriculum offer as part of the department and to develop new courses and initiatives in liaison with other members of the department
- To contribute to and develop, inspirational schemes of work as part of the national curriculum and examination specifications, as well as ensuring appropriate and effective short term planning in collaboration with other members of the department
- To initiate and develop highly effective approaches to teaching and learning in the subject in order to enhance the attainment and achievements of pupils
- To encourage all pupils to be actively engaged in their own learning and in reviewing their progress against targets
- To ensure that all pupils are known by name and that the classroom atmosphere is positive at all times
- To encourage and foster intellectual character dispositions and Growth Mindsets
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy
- To set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with formative feedback
- To keep careful records of pupil progress in line with departmental and school policy
- Make effective use of teaching assistants and any other support staff.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently
- To keep work areas tidy and well organised

- To attend scheduled meetings in the Mathematics department and school
- To work with colleagues in the Mathematics department to formulate plans which have coherence and relevance to the needs of the individual pupils and to the aims and whole school targets outlined in the School Improvement Plan
- To ensure that all work in the Mathematics department reflects the distinctive ethos of Sacred Heart High School
- To help develop creative and inspirational Mathematics teaching resources for the department
- To participate in Mathematics enrichment and contribute, if appropriate, to working with link primary/secondary schools as part of our work on leading the West London Teaching School Alliance

STAFFING

- To demonstrate commitment to own professional development and participate fully in all relevant opportunities as part of departmental and whole school CPD
- To undertake performance management according to the school's PM schedule
- To set appropriate work for classes within Mathematics during any periods of absence and make sure that the work is thoroughly reviewed on return
- To help support and promote teamwork within the Mathematics department
- To participate in Sacred Heart's School Direct ITT programme, if required
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies
- To read and adhere to all procedures as set out in the Staff Handbook
- To carry out break-time duties in accordance with normal school schedules.
- To act as a mentor/coach to staff within the department or wider school as part of own professional development
- To participate in appropriate meetings with colleagues and parents
- To carry out any other duties which may be reasonably required by the Headteacher
- To enforce the school's behaviour and uniform policies on a daily basis

MANAGEMENT INFORMATION

- To ensure the maintenance of accurate and up-to-date information on all classes taught
- To make use of analysis and evaluation of pupil data
- To identify and take appropriate action on issues arising from data, systems and reports and evaluate the impact of any intervention programmes
- To produce reports for the department on assessment data, including examination data for classes taught

COMMUNICATION

- To ensure effective communication and consultation with parents and carers of pupils
- To liaise with other schools, higher education, industry, local community groups etc. to enhance learning experiences for pupils as appropriate
- To contribute to the delivery of Sacred Heart High School's mathematics liaison activities as part of our Maths' Hub work through our Teaching School

PASTORAL RESPONSIBILITIES:

- To act as a Form Tutor and carry out all of the responsibilities linked with that role
- To monitor and support the overall progress and development of pupils within your Tutor Group
- To monitor pupil attendance and behaviour in lessons and ensure that follow-up procedures are put in place where necessary
- To contribute to the delivery of PSHE

SCHOOL ETHOS

The post holder is expected to be committed to (and to contribute towards) improving standards for pupils and to the school's ethos and the maintenance of a caring and stimulating environment for pupils.

- To play a full part in the life of Sacred Heart High School to support its ethos and to encourage all pupils and staff to follow this example
- To actively promote the school's policies at all times including the Equality Policy
- To comply with the School's Health and Safety Policy at all times
- To implement safeguarding procedures
- To model the behaviour of a professional at all times
- To undertake other duties and responsibilities which are considered reasonable and appropriate

COMPLIANCE

The post is subject to compliance with:

- All school policies and operational guidelines on the curriculum and school organisation;
- Compliance with Data Protection legislation;
- Professional Standards for Qualified Teachers;
- SEND Code of Practice

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equality Policy.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by governors.

REVIEW AND AMENDMENT

These duties specified may be varied at the reasonable discretion of the Headteacher. This job description is reviewed on an annual basis.

Delegated accountabilities may vary according to the strengths of the individual and key tasks will be negotiated according to the key accountabilities above.

SAFEGUARDING & DBS

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must be willing to undergo child protection screening appropriate to the post, including checks with current/ past employers and a criminal record check with the Disclosure and Barring Service (DBS). Confirmation of appointment will be subject to this.

PERSON SPECIFICATION
Teacher of Mathematics

	Essential	Desirable	Assessment
Qualifications	A relevant degree or professional qualifications in a **Mathematics** related subject. A post graduate certificate in education or a degree with QTS		Production of the applicant's certificates Application Form Interview
Experience	Would suit an NQT or someone in their early years as a teacher. Successful teaching within the age range years 7 -11 including experience of teaching at GCSE. Ability and willingness to contribute to other areas of the curriculum. Ability to offer extra - curricular activities	Experience of teaching GCSE **Mathematics** Edexcel syllabus. Experience of teaching A Level **Mathematics** Experience of being a form tutor	Application Form Interview Professional references
Skills	A passion for teaching PE Ability to inspire and engage pupils in their learning. Ability to apply a range of teaching techniques to meet the needs of different groups of learners. Experience of planning successful lessons. Show initiative and approach challenges with a positive attitude. Able to use data effectively to assess prior attainment, track progress and set student targets. Ability to use ICT as learning and teaching tool.	Experience in planning, taking and leading fieldwork	Application Form Interview Professional references

	Essential	Desirable	Assessment
General	Flexible and enthusiastic attitude. Clear ability to relate to young people. A commitment to a positive culture of learning. Resilience to support and find ways to develop young people. Excellent communication skills. Ability to demonstrate competency in all of the professional standards for teachers	Have ideas that you can turn into practice. Ability to be part of a team. Ability to teach age 11-18. Ability to self-review effectively and set appropriate targets. Willingness to organise and participate in school trips.	Application Form Interview Professional references

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