

*Learning together, succeeding together, inspiring
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St Katherine's School

Second in Maths

Candidate Application Pack

May 2019

ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY

May 2019

Dear Applicant

Thank you for your interest in the post of **Second in Maths** at St Katherine's School. This is a permanent post available from **1 September 2019**.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#)

We are proud to be a fully inclusive comprehensive school and value every young person within our community. Teachers tell me they like teaching here because they get to extend themselves and feel they share their subject at the highest level. Equally, teachers tell me they get a real feeling of satisfaction from teaching some of those in our society who face the biggest challenges. We try to make it happen for every student, whatever their starting point in life. We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust, situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post and how to apply can be found on the school [website](#). Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is **midnight 15 May 2019**. Interviews will be held during w/c **20 May 2019**.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.



Justin Humphreys
Headteacher

Second in Maths/ Maths Teacher

School: St Katherine's School
Hours: Full Time
Contract: Permanent. Required from 1 September 2019
Salary: Main Pay Range / Upper Pay Range.
TLR 2B £4532 pa to support the leadership of the faculty

This post offers an excellent opportunity for an outstanding Maths Teacher.

We are seeking to appoint a **Second in Faculty** able to teach maths across all key stages, including A Level. We welcome applications from those without prior A level experience but with the knowledge and ability to learn quickly to develop skills in this area.

As a faculty we have been raising standards continuously over the last 3 years, and this is a great time to join our team. We have introduced a mastery scheme of work at KS3, Level 2 further maths at GCSE and provide students the opportunity to study GCSE statistics in Year 11. This post offers an opportunity for a suitability qualified/experienced teacher to help lead on developing teaching and learning and the attainment of students in maths.

The successful candidate will be:

- an outstanding teacher passionate about teaching and committed to improving the learning outcomes of all students
- able to demonstrate a strong track record of raising student attainment and accelerating progress through their teaching and bringing creative ideas to the classroom
- a team player, keen to work collaboratively and contribute to a strong ethos of sharing good practice, resources and ideas
- self-motivated and well organised

We believe that maths is an exciting subject and numeracy should be central to a young person's curriculum. We look to provide many enrichment opportunities based around STEM to inspire and motivate mathematicians for the future. Students enjoy maths at St Katherine's and it is an increasingly popular subject choice at A level.

The successful candidate will be joining a creative and dedicated team that is characterised by high support and high challenge and a willingness to develop as professionals through sharing good practice with one another. We are committed to staff development and offer a comprehensive Teaching and Learning CPD programme.

St Katherine's is a vibrant, medium sized 11 – 19 mixed comprehensive school and part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural setting. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer. All at St Katherine's believe that there are no limits to what a young person can achieve. Through focusing on high quality learning and teaching we work tirelessly to educate young people for academic success and life.

Further information about the school and the post can be found on the school [website](#)

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Closing Date: Midnight 15 May 2019
Interview date: w/c 20 May 2019



St Katherine's School

Job Description

Post Title:	Second in Faculty
Purpose:	<p>Allocation of specific responsibilities will be dependent on the candidate selected. These will be agreed through discussion with the postholder and take account of individual strengths and development needs.</p> <p>Working with the Head of Faculty:</p> <ul style="list-style-type: none"> • To be responsible for leading and developing Mathematics • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Mathematics in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To develop and enhance the teaching practice of others. • To monitor and support the overall progress and development of students within the Mathematics Faculty • To coordinate delivery of numeracy across the curriculum. • To support the Head of Faculty and to deputise when and where appropriate.
Reporting to:	Head of Faculty
Responsible for:	Working with the Head of Faculty, responsible for the provision of a full learning experience and support for students in Mathematics and coordinate delivery of numeracy across the curriculum.
Liaising with:	Teachers, other key stage co-ordinators, head of faculty, relevant non-teaching support staff, Trust representatives, external agencies and parents
Working Time:	195 days per year. Full time
Salary/Grade:	TLR 2B

<p>Operational/ Strategic Planning</p>	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies • The day-to-day management, control and operation of Mathematics as directed by the Head of Faculty • To monitor and follow up on student progress in Mathematics • To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims and objectives for Mathematics, which have coherence and relevance to the needs of students and to the aims and objectives of the school. • To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. • To support the Head of Faculty and other staff in the application of ICT in the Mathematics Faculty
<p>Curriculum Provision:</p>	<ul style="list-style-type: none"> • To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives. • To liaise with appropriate colleagues to ensure that numeracy has a strong profile across the school. • To oversee and ensure programmes to support gifted and talented students in Mathematics
<p>Curriculum Development:</p>	<ul style="list-style-type: none"> • To support Mathematics curriculum development. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.

<p>Staffing</p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To work with the Head of Faculty and Assistant Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Personal Development Review and to act as reviewer for a group of staff within the Mathematics Faculty. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting targets within the Mathematics Faculty and work towards their achievement. • To help to establish common standards of practice within the Mathematics Faculty and develop effective teaching and learning styles. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the Mathematics Faculty. • To participate in the monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
<p>Management Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning Mathematics on the school management system. • To analyse and evaluate Mathematics performance data • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data.

<p>Communications:</p>	<ul style="list-style-type: none"> • To help ensure that all members of the faculty are familiar with its aims and objectives. • To ensure effective communication/ as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, eg, the collection of material for press releases. • To contribute to the development off effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community. • To actively promote the development of effective subject links with external agencies.
<p>Management of Resources:</p>	<ul style="list-style-type: none"> • To assist the Head of Faculty to identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
<p>Pastoral System:</p>	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the Mathematics Faculty • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To assist in the implementation of the Behaviour Management system in the Faculty so that effective learning can take place.
<p>Teaching:</p>	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties:	<ul style="list-style-type: none">• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.• To deputise for the Head of Faculty in his/her absence
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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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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.

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**St Katherine's School
Person Specification**

Job Title: Second in Mathematics

	Essential Requirement	Desirable Requirements
Experience:	Assisting in the formulation and implementation of whole school policies. Taking the lead in respect of particular curriculum developments. Substantial experience of examination teaching across Key Stages 3 and 4	Experience of organising curriculum related school visits and special events. Experience of A level teaching and Further Maths
Qualifications:	Relevant Degree Qualified Teacher Status	
Knowledge and Skills:	Good working knowledge of the designated curriculum area, implications of the National Curriculum area and its recent revision. A good level of organisational skills in respect of resources and staff liaison. Excellent inter-personal and communication skills.	Practical knowledge of Mathematics specific ICT software Experience of supporting initial teacher training and in-service education and training
Aptitudes:	Ability to work effectively under pressure and maintain an optimistic and positive attitude. Able to maintain personal drive and energy. Ability to relate well to people at all levels. Aptitude for flexible approach to problem solving. An aptitude to work as part of a team whilst also being self-motivated and action-orientated. A high level of personal organisation skills An ability to manage your own personal stress levels. A commitment to provide a quality education to the students and parents of St Katherine's School.	Flexibility and a willingness to become involved in new curriculum initiatives An ability to support and encourage the development of other staff within the faculty or within the school

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	Personal integrity, dedication and commitment to the school.	
Other	Willingness to work irregular hours on occasions.	

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