

St. Joseph's Catholic College

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# Senior Leader Mathematics

## Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Senior Leader Mathematics post currently being advertised at St. Joseph's Catholic College.

St Joseph's is a large, popular and fully comprehensive school near the centre of Swindon. We are currently oversubscribed in all years from 7 – 11, and the school is increasing in size, with approximately 270 students admitted in ten tutor groups to year 7 in 2016 and 2017, an increase from the approximately 240 that were admitted in previous years. Our students come from the full range of socio-economic groups in the town, with 16% currently in receipt of pupil premium funding. The prior attainment of our students also covers the full range, and our curriculum is designed to fully support those who did not make expected progress in primary school, as well as those who will clearly need to be stretched and challenged to aim for the highest possible grades at GCSE. The current 10% of our students with special educational needs are fully and expertly supported, as are those with disabilities. Our student body is truly multicultural, with English being an additional language for 46% of them.

The diversity described above is one of the factors that makes our school such a vibrant and exciting place to work – the variety of professional experience that we enjoy as teachers here at St. Joseph's was a key reason why many of us joined the profession, and why we now love working in this school. As a teacher here you will enjoy this experience both in your day-to-day role as well as benefitting from the professional development it inevitably brings.

In January 2018 we were inspected by OFSTED and our status as a 'good' school was confirmed – the report, and the previous report from November 2014, are available [here](#). As you can see, our latest report includes:

- *In different year groups and subjects, pupils apply themselves to their studies. They behave well and share positive relationships with staff.*
- *The school's culture promotes tolerance of difference and pupils reported that they get on with each other well.*
- *Pupils' progress at key stage 4 has been above average overall and in subjects such as mathematics, English and languages over time.*
- *Strong teaching is evident in subjects such as mathematics and English.*

In short, we have wonderful students, a committed, talented staff and excellent facilities. We fully support the continuous professional development of all our staff – for example, seven other senior leaders in the school are currently undertaking the 'National Professional Qualification for Senior Leadership' which was organised by the school for them. In addition, as for all teachers here at St. Joseph's, you will access a range of other benefits such as your own school laptop and our 'Simply Health' scheme.

If you would like to come for an informal visit you are most welcome to do so by contacting our HR department. We do not require staff to be people of any faith for this post but we do ask that applicants respect the Christian ethos of the college.

Yours sincerely,

Jerry Giles  
Head of School

## Senior Leader Mathematics – Additional Information

As the Senior Leader for maths, we offer you the chance to lead a large, well-resourced and very supportive department, and current curriculum information can be found [here](#).

Maths is taught in a suite of dedicated classrooms, each with its own interactive whiteboard and projector. Teachers are able to use their own laptops by docking them in the classroom, or log on to the school network using the PC in each classroom. The maths department already has a wealth of collaboratively developed resources to support teaching of all its schemes of work, so as Senior Leader you will quickly be able to see what is already available as you decide how to build on this to drive further improvement.

As a newly appointed Senior Leader, you will have a wealth of experienced colleagues to support you. In the maths department we have a lead practitioner for maths, a second in maths, and four other maths teachers, one of which is also an Assistant Principal of the College.

In addition to your role in maths, you will be part of the Senior Management Team in the school. In this role, you will attend meetings and work in small groups with other senior leaders in the school to address whole school issues and projects –this will be very valuable experience for further career progression if that is something that interests you. You will also work with this team to ensure that the college improvement priorities are fully embedded in the work of your maths team, and you will be able to share practice with other senior leaders about how they do this in their areas.

For 2018/19, the college improvement plan priorities include:

- Increasing the level of challenge in lessons so that all students are fully stretched in all their subjects,
- Ensuring that all students in receipt of pupil premium funding are fully supported to make strong progress,
- Developing the work schemes in all subject areas so that students' literacy skills are appropriately developed,
- Developing strategies for all students to take more responsibility for their own learning and progress, so developing as independent learners.

Some of our first ideas for collaborative projects between senior leaders are:

- Develop weekly enrichment and calendared drop-down days to ensure that they are well organised and high quality experiences for all.
- Develop and monitor the delivery of the PSHE programme across all year groups.
- Organise and carry out year group and departmental reviews.
- Further develop KS3 assessment for years 7 and 8

As I hope you can see, the role on offer will provide the successful candidate the opportunity to drive up standards in maths as well as participating in valuable cross-curricular projects. As indicated on the previous page, we really do encourage you to come and visit prior to application so that you can see the work we do here for yourself.

## Job Description

<b>Post Title:</b>	Senior Leader
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To actively promote and contribute to the strategic vision of the College</li> <li>• To establish and promote the area as a beacon of good practise through the provision of high quality teaching and learning, continuous academic progress and the effective use and management of the area's resources.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students and to lead and manage curriculum development in order to improve the quality of student learning.</li> <li>• To lead the improvement of teaching quality and learning outcomes, inspiring and enthusing the team of teachers within the team.</li> <li>• To agree targets for the raising of student attainment in the area and monitor progress towards target achievement</li> <li>• To develop a strategy for the continuous improvement of the area by producing an Improvement Plan, which identifies curricular staff and resource implications, as well as three SEFs a year.</li> <li>• To line manage the Subject Leaders and if appropriate or required, teaching staff and other relevant staff within the Area</li> </ul>
<b>Reporting to:</b>	Designated Senior Leadership Team Member
<b>Responsible for:</b>	Subject Leaders, and if appropriate, teaching staff and other relevant staff within the area
<b>Working Time:</b>	Full time
<b>Salary/Grade:</b>	Leadership Scale 8-12
<b>Disclosure level</b>	Enhanced
<b>Main (Core) Duties</b>	

<b>Raising Standards</b>	<ul style="list-style-type: none"> <li>• To achieve a zero Progress 8 and Attainment 8 score as a minimum</li> <li>• To use prior attainment data to agree targets for raising students' attainment in the context of SJCC targets</li> <li>• To make secure judgments about the standards of students' attainment, rate of progress and personal development in all key stages on the basis of evidence</li> <li>• To compare the performance of different groups of students with: prior attainment information; other subjects and previous cohorts, taking into account SJCC, local and national expectations</li> <li>• To review with teachers their assessments of progress for classes, identified groups and individuals</li> <li>• To use the outcomes of reviews to : set targets; share effective practice; design support; initiate staff training and resource development and agree ways of tackling students' under-performance.</li> </ul>
<b>Developing Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• To teach consistently good or better lessons in order to act as a positive role model for the subject teaching team.</li> <li>• To devise, with support, an effective CPD programme and to evaluate its effectiveness in improving teaching and learning.</li> <li>• To ensure effective use of new technologies in teaching and learning, including the use of SJCC's VLE.</li> <li>• To ensure the behaviour management procedures are implemented so that effective learning can take place.</li> <li>• To ensure that effective schemes of work are in place across the board.</li> <li>• To ensure that regular and planned assessment opportunities are built into the scheme of work and that they support improved learning progress.</li> <li>• To secure the full understanding and use of the scheme of work by all teachers in the area.</li> <li>• To plan, facilitate and encourage collaborative planning.</li> <li>• To implement a regular system of lesson observation and feedback to teachers.</li> <li>• To discuss the outcomes of the observations, to share effective practice and to devise strategies for action when teaching is less than good or when learning and progress do not meet planned targets or objectives.</li> <li>• To challenge ineffective teaching and work with the Leadership team to provide support to colleagues so that the standard of their teaching improves.</li> </ul>

<b>Leading Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To liaise with the designated SLT member to ensure the design and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements SJCC's improvement targets.</li> <li>• To be accountable for the development and delivery of the designated subject /curriculum area(s).</li> <li>• To keep up to date with national developments in the subject/curriculum area(s), and with teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To facilitate regular informal and formal assessment of student progress within the subject areas, and liaise with the exams officer.</li> <li>• To ensure that all students are taught in appropriate teaching groups based on prior attainment data where appropriate</li> </ul>
<b>Recruiting, deploying and developing staff</b>	<ul style="list-style-type: none"> <li>• To work with the relevant SLT member to ensure that colleague's development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of technicians/support staff if applicable.</li> <li>• To undertake performance management reviews and to act as team leader for colleagues within the area.</li> <li>• To make appropriate arrangements for classes when colleagues are absent, ensuring appropriate cover by liaising with the Cover Organiser</li> <li>• To participate in the appointment and selection process for teaching posts when required and to ensure effective induction of new colleagues in line with SJCC procedures.</li> <li>• To promote teamwork and to motivate colleagues to ensure effective working relations.</li> <li>• To be responsible for the day-to-day management of colleagues and act as a positive role model.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To establish and implement systems, to regularly monitor and evaluate the quality of teaching and learning and ensure procedures meet the requirements of self-review and evaluation.</li> <li>• To enable, promote and encourage the sharing of good practise within the SJCC.</li> <li>• To demonstrate excellence in classroom practice.</li> <li>• To monitor the performance of subject area(s) and to carry out three self-reviews and evaluation for each subject and for the area as a whole, including an analysis of examination results.</li> <li>• To develop an improvement plan in response to this self-review and evaluation and the key objectives of the CIP.</li> <li>• To work toward implementing the improvement and meeting the targets to set within it.</li> <li>• To establish common standards of practise and develop the effectiveness of teaching strategies in all subject areas.</li> <li>• To contribute to SJCC procedures for lesson observation and internal inspection procedures.</li> <li>• To implement SJCC quality procedures and to ensure adherence to these within the area.</li> </ul>

<b>Management Responsibility</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the subject areas, including information on the management information system.</li> <li>• To evaluate and make use of performance data provided to improve the quality of teaching and learning.</li> <li>• To identify and take appropriate action on issues arising from data, system and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports for the area within the quality assurance cycle.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• To provide the relevant SLT member with information relating to the area's performance and development.</li> <li>• To provide the exams officer with relevant, accurate information concerning the entry of students for public examinations.</li> <li>• To assist the exams officer in ensuring that students are correctly entered for public examinations.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the team are familiar with its aims and objectives and targets.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To ensure effective communication and consultation within the team and between the team and the rest of SJCC.</li> <li>• To represent the team's views and interests.</li> <li>• To communicate the work and success of the team to the rest of the College and to parents and the wider community.</li> <li>• To attend meetings according to SJCC's meeting policy.</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• To contribute to the College liaison and marketing activities, e.g. the collection of material for press releases, newsletters or the website.</li> <li>• To promote the work and successes of the area at open days/evenings and other events.</li> <li>• To lead the development of effective subject links with partner schools and the community, e.g. attendance where necessary at liaison events with partner schools.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of resources</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, budget and equipment efficiently</li> <li>• To ensure the security, safe-keeping and correct and appropriate use of equipment and resources at all times.</li> <li>• To ensure that the teams teaching commitments are efficiently timetables and roomed.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>

**Other Specific Duties:**

- To play a full part in the life of the SJCC community, to support its distinctive vision and ethos and to encourage staff and students to be active members of the community.
- Ensure SJCC meets its legal requirements for worship.
- To promote actively SJCC's policies.
- To continue personal professional development.
- To comply with SJCC's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To comply with SJCC's procedures concerning safeguarding and to ensure that training is assessed.

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

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 maintain a standard of dress conducive to their position as professionals and in setting an example to the students.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstance of SJCC and their implications.

March 2018



Senior Leader Maths: Person Specification	Essential	Desirable
<b>Qualifications and professional development</b>		
Graduate, qualified teacher status	✓	
Good honours degree	✓	
Postgraduate or relevant professional qualification		✓
<b>Catholic Background</b>		
Appreciation of, personal comfort with and contribution to the Catholic and Christian ideals of the College	✓	
Demonstrable commitment to Catholic ideals	✓	
Catholic Teacher's certificate		✓
<b>Experience</b>		
Relevant experience within the field of Maths teaching	✓	
Has taught across a variety of age and ability groups	✓	
Experience of managing a team	✓	
Contribution to the creation and maintenance of an effective learning environment.	✓	
<b>Knowledge, Skills and abilities</b>		
Ability to think strategically and see the big picture	✓	
Capacity to teach to all levels with equal effectiveness	✓	
Good communication and interpersonal skills	✓	
An ability to engage and enthuse students interest in Mathematics	✓	
A good up to date knowledge of recent curriculum developments and the skills to apply these in the area	✓	
Quality of English and presentation must be of a high standard.	✓	
An ability to tackle difficult issues in a proactive and positive way	✓	
Excellent organisational and delegation skills	✓	
An ability to motivate and inspire colleagues	✓	
A capacity to contribute beyond the area to the quality of the College and student experience.	✓	
An ability to analyse data, identify patterns and devise meaningful targets	✓	

<b>Personal Outlook</b>		
A commitment to comprehensive education and a clear understanding of the issues relevant to this College.	✓	
Willingness to explore and embrace new ideas and be innovative in approach.	✓	
A desire to share good professional practice and encourage high quality teamwork	✓	
A capacity to work in stressful, time limited situations with personal flexibility and good humour	✓	
A commitment to leading a successful team	✓	
A strong and lively personality	✓	
Flexibility and responsiveness to demands	✓	
<b>Safeguarding Children</b>		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Sound attitudes to the use of authority and maintaining discipline	✓	

## **St. Joseph's Catholic College**

### **Our History**

In 1958 St. Joseph's Secondary School was opened for pupils aged 11 to 15. Built close to the centre of Swindon, the school soon made its mark, recognised as one which achieved academically, in sport, and where moral values were unashamedly promoted.

From September 2018, St. Joseph's Catholic College will be an 11-16 secondary school with just over 1250 students on roll. The College moved to state of the art buildings in 2006 and has excellent facilities across the core subjects as well as music, drama, sports, science, art and technology.

### **Our Purpose**

The College believes that every student is unique and so deserves the support they need to grow and develop as an individual. We aim to work in partnership with home, the parish and the wider community to prepare every child for a future in which they are able to make a positive contribution to society. For every student at the College we aim to offer them a secure foundation of learning, promoting aspiration and achievement. We are a fully inclusive, multicultural College committed to the individual, yet still determined to meet the needs and interests of all.

### **Our Vision**

The College offers an education with a solid foundation of Christian values. We expect the very best from each and every student and seek to be a community where all are valued and where the life of the College and the relationships between all in it are defined by Gospel values. Our Gospel values underpin all the relationships in the College, between students and teachers, teachers and staff, and student to student. They are:

- Love of God and love of others
- Tolerance toward others
- Forgiveness of wrong doing
- Justice for the oppressed
- Concern for the causes of suffering
- Compassion for those who suffer
- Service to others

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