



**Sacred Heart Secondary  
Catholic School  
Teacher of Maths**



Forming lives ready to face the future

**Required from:** January 2020  
**Location:** Sacred Heart Catholic Secondary School  
Part of Nicholas Postgate Catholic Academy Trust  
**Contract Type:** Full Time  
**Contract Term:** Permanent  
**Salary:** MPS-UPS

Sacred Heart Catholic Secondary School are looking for an inspirational and highly effective teacher to join our very successful team of staff within the school and within the wider Trust. We offer the opportunity to work in a high quality, vibrant and caring environment where we share a rich vision for our pupils and for the communities in which we work.

We welcome applications from newly qualified or experienced teachers.

Sacred Heart Catholic Secondary School is part of the Nicholas Postgate Catholic Academy Trust, a family of 26 schools, a Sixth Form College and a teaching school. With more than 9,000 students and 1,200 staff, the Trust is now the North East's largest Catholic Trust and the second largest Catholic Multi Academy Trust in the UK.

Sacred Heart School is committed to striving for excellence in all aspects of school life and nurturing links with the parish of Sacred Heart and their wider community. Induction and on-going professional development from within the Trust provides our teachers and leaders with great opportunities for development and progression. These opportunities will be offered to the successful candidate who can provide evidence of effective classroom practice. The Trust are looking to recruit a teacher who has a passion to make a difference to the lives of our pupils and their families, who is a good communicator with a real ability to inspire and motivate.

Sacred Heart School is at the heart of the local community in Redcar, delivering a curriculum that prepares our pupils for the opportunities and challenges of their adult life

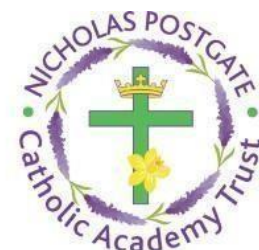
An enhanced DBS disclosure is essential.

The successful candidate must:

- Be fully committed to upholding and promoting the Catholic ethos of the Trust
- Demonstrate the highest standards of teaching and learning
- Inspire, motivate and empower pupils to make the best possible progress
- Show a commitment to innovation, creativity and inclusion
- Be able to make a significant contribution to the wider college context



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The School offers:

- A strong, supportive ethos
- Happy, enthusiastic and friendly pupils
- Highly experienced and talented colleagues
- Excellent professional development and progression opportunities across our 26 schools
- Supportive trust board, governors and parents

Candidates are warmly encouraged to visit the school by prior arrangement or if you would like an informal discussion, please contact school on 01642 487100 and ask to speak to the Headteacher Dr Patrick Caldwell.

**Closing date:** 11<sup>th</sup> October 2019

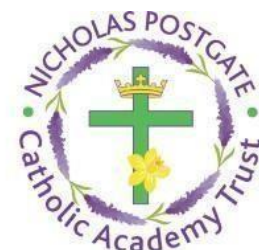
**Application form and further information is available from:**

**<https://npcat.org.uk/currentvacancies> and should be returned via email to: Mrs Sharon Dunn, Trust Business Manager at: [dunn.s@npcat.org.uk](mailto:dunn.s@npcat.org.uk)**

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS Clearance along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.



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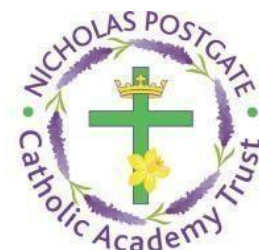
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## Job Description

Post Ref. / Title	Classroom Teacher – Mathematics
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To contribute to the distinctive nature of our Catholic School and help promote the Catholic ethos</li> <li>To ensure the dignity of all members of the community is preserved</li> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support one or more designated curriculum areas as appropriate</li> <li>To monitor and support the overall progress and development of students as a teacher and a Form Tutor</li> <li>To facilitate and encourage an inclusive learning experience which provides all students with the opportunity to achieve their full potential e.g. SEN and more able.</li> <li>To contribute to raising standards of student outcomes</li> </ul>
<b>Reporting to:</b>	Subject Leader
<b>Responsible for:</b>	The provision of a full learning experience and support for students
<b>Liaising with:</b>	Head/Deputies/Assistant Head, teaching/support staff, LA representatives, external agencies and parents
<b>Working Time:</b>	In line with the STPCD
<b>Salary Level:</b>	MPS
<b>Disclosure Level:</b>	Enhanced
<b>MAIN DUTIES</b>	
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate subject specifications, resources, schemes of work, marking policies and teaching strategies within the department</li> <li>To contribute to the department's development plan and its implementation</li> <li>To plan and prepare courses and lessons</li> <li>To contribute to the whole school's planning activities</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>To assist the Subject Leader, the Deputy Head/Assistant Head – Curriculum/Teaching &amp; Learning, to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's mission and strategic objectives</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>To take part in the School's staff development programme by participating in arrangements for further training and professional development</li> </ul>



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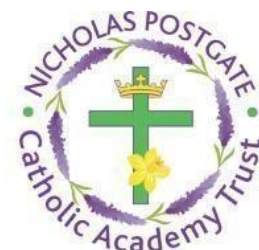


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<b>Staff Development</b>	<ul style="list-style-type: none"> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>To engage actively in the Performance Management process</li> <li>To ensure the effective/efficient deployment of classroom support</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the School</li> </ul>
<b>Recruitment/Deployment of Staff</b>	
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To help implement School quality procedures and to adhere to those</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with whole School procedures, including evaluation against quality standards and performance criteria</li> <li>To seek/ implement modification and improvement when and where required</li> <li>To review methods of teaching and programmes of work</li> <li>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc.</li> <li>To complete the relevant documentation to assist in the tracking of students</li> <li>To track student progress and use such information to inform teaching &amp; learning</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents of students as appropriate</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the School</li> <li>To follow agreed policies for communications in the School</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open evenings, Parents' evenings and liaison events with partner schools</li> <li>To contribute to the development of effective subject links with external agencies</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To contribute to the process of ordering and allocation of equipment and materials</li> <li>To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School and the students</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>To encourage and help provide for the spiritual, moral, emotional and social development of the students</li> <li>To be a Form Tutor to an assigned group of students</li> <li>To promote the general progress and well-being of individual students and of the Form Group as a whole</li> <li>To liaise with a Student Achievement Leader to ensure the implementation of the School's pastoral system</li> <li>To register students, accompany them to and supervise them during assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life</li> <li>To evaluate and monitor the progress of students and to keep up-to-date student records as may be required</li> </ul>



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	<ul style="list-style-type: none"> <li>To contribute to the preparation of action plans and progress files and other reports</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved</li> <li>To communicate, as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>To take an active and positive role in all PSHCCE according to the School's policy</li> <li>To apply the behaviour management systems so that effective learning can take place</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To plan effectively in the short, medium and long term and to prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met</li> <li>To teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in the School and elsewhere</li> <li>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required</li> <li>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students</li> <li>To ensure that ICT, literacy, numeracy and School subject specialism(s) are reflected in the teaching and learning of students</li> <li>To undertake a designated programme of teaching</li> <li>To ensure a high quality learning experience for students which meets internal and external quality standards</li> <li>To prepare and update subject materials</li> <li>To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus</li> <li>To maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>To personalise the learning; this includes planning and delivering objective led lessons with clear, differentiated outcomes; the use of AfL strategies e.g. mini-plenaries and using the School Assessment and marking policy</li> <li>To undertake assessment of students as requested by external examination bodies, departmental and School procedures</li> <li>To mark, grade and give written/verbal and diagnostic feedback as required</li> <li>To evaluate student progress, ensure the use of agreed intervention strategies to help those students in need of additional support in the context of their agreed target grades or levels</li> <li>To ensure that all Teaching Assistants receive clear guidance and, where appropriate, direction with regard to classroom intervention</li> <li>To maintain an orderly, safe climate for learning</li> <li>To support the development of student and parent access to learning materials and achievement reports</li> </ul>
<b>Other Specific Duties:</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the School community, to support its distinctive ethos and mission and to encourage staff and students to follow this example</li> <li>To actively promote and support the School in meeting its legal requirements for worship</li> <li>To actively promote the Trust and/or School's corporate policies</li> <li>To continue personal development as agreed</li> </ul>



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- To comply with the Trust and/or School's Health & Safety policies and undertake risk assessments as appropriate
- To comply with policies and procedures relating to child protection, welfare, security, confidentiality and data protection. Reporting any concerns to the appropriate person.
- To recognise and carry out own responsibilities identified in the Government Guidance Document "Keeping Children Safe in Education"
- To undertake any other duty as specified by STPCD not mentioned in the above
- To have a portfolio of work prepared for use in the event of a short term absence

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

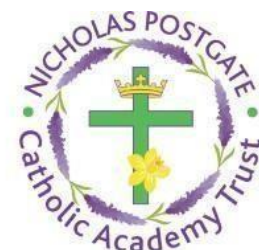
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continue employment for any employee who develops a disabling condition.

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





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## Person Specification

Post Ref. / Title:	Teacher of Mathematics [Main Scale]		
<i>CATEGORY</i>	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>HELPFUL</i>
Qualifications	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Honours Degree in relevant discipline</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>11-16 experience</li> </ul>		
Christian background	<ul style="list-style-type: none"> <li>A commitment to uphold and actively support the Catholic ethos of the School</li> </ul>		<ul style="list-style-type: none"> <li>Practising Catholic</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>Excellent subject knowledge</li> <li>Outstanding classroom practitioner</li> <li>Understanding and knowledge of the KS3 and KS4 Curriculum requirements</li> <li>Adaptable, creative and dynamic subject specialist</li> <li>Ability to use a variety of strategies in order to achieve high levels of achievement</li> <li>Ability to motivate students</li> <li>Ability to initiate projects to achieve specified objectives and complete tasks successfully</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use own initiative</li> <li>Vision to promote effective learning in exciting and innovative ways</li> <li>Dedication to raising standards and securing achievement</li> </ul>	
Personal Qualities and Skills	<ul style="list-style-type: none"> <li>Able to develop positive relationships for learning with both staff and students</li> <li>An effective organiser of time and resources</li> <li>ICT literate</li> <li>Passionate about teaching and learning</li> <li>'Team player' who is highly self-motivated</li> <li>Good oral and written communication skills</li> <li>Ability to exercise authority</li> <li>Adaptable, reliable and committed</li> <li>Excellent interpersonal skills</li> <li>Creative and innovative approach</li> <li>Ability to embrace and promote change</li> </ul>	<ul style="list-style-type: none"> <li>Optimistic outlook</li> </ul>	
INSET or Training	<ul style="list-style-type: none"> <li>Relevant training/Inset</li> </ul>		
Special Requirements	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of students</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the extracurricular life of the School</li> <li>Contribute to wider Trust/School developments</li> </ul>	

**KEY: A - Application Form    I - Interview    D - Disclosure    E - Evidence  
R - References    C - Certification**