



APPLICANT PACK

# Teacher of Maths

*St Francis Xavier Secondary School, Richmond*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in working within our Trust.

The Trust is looking to attract Teachers of the highest calibre who have a desire to lead on improving the quality of teaching, learning and outcomes across the Trust. This role is a crucial appointment for the Trust as we begin to add to our team of experienced and highly capable staff already in place across our 38 schools.



This is an exciting role for exceptional candidates with the drive to lead and to enhance standards across our schools. NPCAT is now one of the largest Multi Academy Trusts in the UK with a rich pool of school leaders, lead practitioners, curriculum leaders and a standards team who really know our schools and the steps required to lead and maintain outstanding provision. We have a commitment to our children and families to make outstanding appointments both within our schools at all levels and within the Trust central team. You will be part of this exciting team to help change the lives of the young people we serve.

We are looking for Teachers who can inspire children and demonstrate a record of delivering high pupil outcomes. We are also looking for Teachers who can adapt and be flexible with any challenges they may face.

In this role, you will be able to demonstrate your experience of implementing a range of effective improvement strategies to deliver positive outcomes and lasting impact. This is a wonderful opportunity for individuals with desires to develop and work with our wonderful pupils and influence change in a positive, collaborative way and the flexibility to model good practice in our schools. You will benefit from access to nationally leading CPD programmes through the Trust.

If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

<b>Required:</b>	June 2024 (September 2024 start considered)
<b>Salary:</b>	MPS / UPS
<b>Hours:</b>	0.5 FTE
<b>Contract Type:</b>	Permanent
<b>Location:</b>	St Francis Xavier Secondary School, Darlington Rd, Richmond, DL10 7DA

The governors of this highly successful and oversubscribed school seek to appoint an enthusiastic, inspirational and talented teacher of Mathematics, who has experience in teaching at GCSE level. This is an opportunity to join a dynamic and very successful team working in a school with excellent facilities and very high academic standards.

St Francis Xavier is part of the Nicholas Postgate Catholic Academy Trust, a family of 38 schools, and a vibrant Sixth Form College. With more than 12,300 pupils and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

The school is consistently amongst the highest performing in the country in terms of progress and currently has the top Progress 8 of all schools in North Yorkshire. The last Ofsted Inspection highlighted the following:

- The exemplary behaviour of students makes an exceptional contribution to learning and is supportive of all. Behaviour is outstanding and reflects the school's values.
- SFX is an aspirational school where attainment is well above the national average. Pupils in all groups make outstanding progress from their various starting points.

This role would be suitable for ECTs.

Please note you do not need to be a regular attender at Church but you do need to be happy to support the Christian ethos of the school.

St Francis Xavier School is a joint RC/CE 11-16 Mixed Comprehensive serving the picturesque market town of Richmond and the surrounding rural area. We are located close to the A1 and A66 and in commutable distance from York, Durham and Teesside. The school has an excellent reputation in the local community. The school is a strategic partner for the Red Kite Teaching School Hub. It offers a comprehensive training programme for teachers at all stages in their careers.

You are welcome to visit our school prior to application or to have an informal discussion with the Headteacher. Please contact Mrs H. Harland, Senior Business Support Officer, at [enquiries@sfx.npcat.org.uk](mailto:enquiries@sfx.npcat.org.uk) or on 01748 823414 to book an appointment.

**Closing date: Monday 13th May 2024 by 9am**

**Interviews: Week commencing 13th May 2024**

Please refer to the back cover of the application pack for details of how to apply for this position.

*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 check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

This post is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employees.

The job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document and Diocesan guidelines.

In addition to this, teachers undertake to develop the pupils in the understanding and knowledge of their faith. In all the undertakings, the Mission Statement of the Trust should remain central.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post Title:** Teacher of Maths

**Responsible to:** Headteacher

**Responsible for:** The provision of a full learning experience and support for students

**Liaising with:** Head/Members of SLT/support staff LA representatives, external agencies and parents.

## Job Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher / Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

## Main (Core) Duties

### **Operational/strategic planning**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

### **Curriculum Provision**

- To assist the Curriculum Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

### **Curriculum Development**

- 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.

### **Staffing**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Quality Assurance**

- To help to implement school quality assurance systems.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- 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.



### **Management Information**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **Communications**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

### **Marketing and Liaison**

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Management of Resources**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

### **Pastoral System**

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

### **Monitoring and Intervention**

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

- 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
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the Behaviour management systems so that effective learning can take place.

### **Teaching**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 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.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.


### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive Christian mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.

*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 continued 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 Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

# Person Specification

Criteria		Essential		Desirable
<b>Quals/ Training</b>	E1	Qualified teacher Status, or working towards	D1	A good Honours Graduate with a record of continuing professional development
	E2	Ability to teach Maths to KS3 and KS4		
<b>Experience</b>	E3	Evidence of successful experience/teaching practice as a classroom teacher of Maths	D2	An interest in developing schemes of work, teaching sequences and relevant resources
	E4	To have knowledge of and confidence in the use of pupil performance data		
	E5	To have a good understanding of Maths, both its teaching and assessment		
	E6	Understanding of strategies to raise achievement across Key Stages		
	E7	To have a good knowledge of current educational issues and initiatives		
	E8	Ability to make lessons active, lively and focussed on pupil needs		
	E9	To be able to work with other adults both inside and outside of the classroom		
	E10	To be able to set clear objectives and targets for pupils, developing teaching sequences that show an ability to meet pupils' academic needs		
	E11	To be able to use positive behaviour management systems to ensure pupils' behaviour is conducive to learning		

<b>Personal Qualities</b>	E12	To support and contribute to the school's Catholic Ethos	D3	Self-aware and self-reflective
	E13	To have excellent communication and interpersonal skills	D4	Dedication to improving standards
	E14	To be able to gain the confidence of colleagues and students		
	E15	To be self-reflective, with the ability and desire to improve own performance		
	E16	To be able to work effectively in a team		
	E17	To be an enthusiastic Maths teacher		
	E18	To have high personal standards - dress, conduct and presentation		
	E19	Committed to safeguarding and promoting the welfare of students		



*Forming lives ready to face the future*

## Why work for us?

**The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.**

Situated in Teesside, North Yorkshire and the City of York within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 12,300 pupils, as well as the ongoing development and fulfilment of every one of our 1,500 staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

*“True education enables us to love life and opens us to the fullness of life”*

**– Pope Francis**



# The Diocese of Middlesbrough

**NPCAT is one of two multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.**

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draney provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.



We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

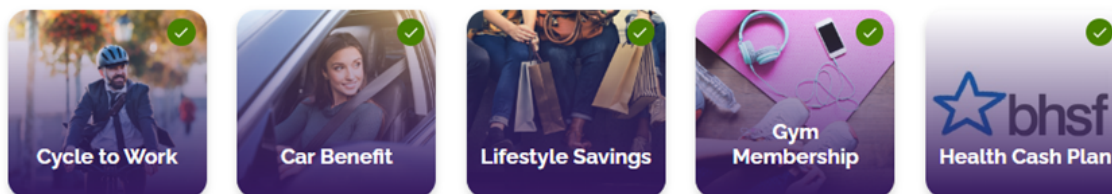
Our schools serve the following parishes:

Brotton, St Anthony of Padua  
Catterick Garrison, St Joan of Arc Garrison  
Guisborough, St Paulinus  
Helmsley, St Mary's  
Ingleby Barwick, St Thérèse of Lisieux  
Leyburn, SS Peter & Paul  
Loftus, St Joseph and Cuthbert  
Malton, SS Leonard & Mary  
Marske-by-the-Sea, St Bede  
Middlesbrough, Corpus Christi  
Middlesbrough, Holy Name  
Middlesbrough, St Clare of Assisi  
Middlesbrough, St Francis of Assisi  
Middlesbrough, St Joseph  
Middlesbrough, St Mary's Cathedral  
Middlesbrough, St Patrick (Sacred Heart)  
Middlesbrough, St Thomas More  
North Ormesby, St Alphonsus  
Nunthorpe, St Bernadette  
Ormesby, St Gabriel  
Pickering, St Joseph's  
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)  
Richmond, SS Joseph & Francis Xavier  
Saltburn, Our Lady of Lourdes  
Staithes, Our Lady Star of the Sea  
Teesville, St Andrew's Parish  
Thirsk, All Saints  
Thornaby, Christ The King  
Thornaby, St Patrick  
Ulshaw Bridge, SS Simon & Jude



Wycliffe, St Mary's  
Yarm, St Mary and Romauld  
York, Our Lady's, Acomb & English Martyrs  
York, St Aelred's  
York, St George's  
York, St Wilfrid's York & St Joseph's Clifton

# Employee Benefits and Wellbeing



The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay and annual cost of living adjustment
- Performance-related pay progression and recognition of additional responsibilities
- Defined benefit pensions
- On-site parking at our school premises

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Tusker Car Salary Sacrifice Scheme
- Health Cash Plan
- SMART Clinic - full wellbeing package

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

# Training, Development and Progression



**We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.**

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as Best Practice Network.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with Best Practice Network.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with Best Practice Network on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.





## How to Apply

Application form and further information is available from:  
[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Teacher Application Form** & a **Recruitment Monitoring Form** to:

[enquiries@sfx.npcat.org.uk](mailto:enquiries@sfx.npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact the school on [enquiries@sfx.npcat.org.uk](mailto:enquiries@sfx.npcat.org.uk)

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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