DIRECTOR OF MATHEMATICS
ASSISTANT HEAD
CANDIDATE INFORMATION
Contents

LETTER FROM THE HEAD  3
SACRED HEART HIGH SCHOOL  4
VACANCY ADVERT  6
JOB DESCRIPTION  7
PERSON SPECIFICATION  9
APPLICATION PROCESS  11
Dear Candidate,

Thank you for your interest in this new post of Director of Mathematics, Assistant Head. I am delighted to have this opportunity to give you some details about our school and to describe the kind of candidate we hope to appoint.

The Society of the Sacred Heart was founded by Saint Madeline Sophie Barat, who once said, “for the sake of one child, I would have founded the Society”. We have high aspirations for every child in our school, with support and interventions in place to ensure that everyone achieves at the highest level. Every child is valued independently for who they are.

We are heavily over-subscribed in Year 7 and currently operate with six forms of intake. We are committed to taking on an extra Year 7 ‘year group’ every year for the next four years. Our Sixth Form (which was established four years ago) has been increasing in size every year and still has capacity to expand further. We are therefore at an exciting stage of our development with pupil numbers growing significantly.

We can offer the right candidate a hugely exciting and unique opportunity to be involved in the development of our expanding school; providing inspiration for a life-long love of learning and delivering an education that is both challenging and supportive; and one that encourages individual personal growth.

We hope to appoint a dynamic, inspiring and well-qualified teacher who has a track record of excellence in the classroom and proven leadership experience. At Sacred Heart they will lead an already highly successful department taking it to its next phase of development, so that our pupils continue to make outstanding progress.

The successful candidate will be an inspirational role model for innovative approaches to teaching and share in our commitment not only to the education of the whole child but also to involvement in the training and development of teachers (though our large and successful Teaching School and Maths Hub).

In particular, candidates should have:

- an excellent track record of teaching and developing mathematics at KS3-5 demonstrated through exemplary examination results;
- the ability to inspire and motivate others and to manage change effectively;
- high expectations of students in terms of learning, achievement and behaviour;
- a clear understanding of the latest curriculum and pedagogical developments in mathematics;
- the ability to plan and develop a curriculum that allows for innovative learning and teaching, regular assessment of student progress and enrichment opportunities outside of lessons; and
- clear analytical skills to identify underachievement and develop intervention strategies to ensure all students make outstanding progress.

We value our staff and invest in their professional development, both within the school and beyond. We coordinate a local Maths Good Practice Network and aim to working collaboratively where possible with our West London Teaching School Alliance partners.

All staff have the opportunity to be coached to deliver new pedagogical approaches. Whilst you will be able to shape the maths curriculum, you will also be part of an extended leadership team and will lead on a whole school responsibility, taking account of your experience, strengths and aspirations.

If you relish the challenge of this unique and exciting post and can demonstrate a track record of achievement in teaching and leadership we look forward to hearing from you.

Yours sincerely

Marian Doyle, Head teacher
SACRED HEART HIGH SCHOOL

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.

2015-18 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.
2015-18 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.

6. TEACHING SCHOOL
   Strengthen and develop support for partner schools in the areas of initial teacher training, professional development, research & development and school to school support, with an aim to improve standards of learning, teaching and school leadership and to improve outcomes for pupils.
Sacred Heart High School is a Catholic 11-18 Academy in Hammersmith, under the trusteeship of the Society of the Sacred Heart. We are recognised as being one of the top state funded schools in England for the % of students entering and achieving the English Baccalaureate. At GCSE 87% of our students achieved A*-C (incl. E&M); 52% of these results were at A & A*.

We are a National Teaching School collaborating with a large alliance of partner schools; keeping abreast of both national and international research, innovation and change to ensure a high quality vibrant learning experience for staff and pupils.

Our governors are seeking to appoint an ambitious, passionate and committed individual who wants to progress their leadership career in a unique setting that believes in the potential of every child to achieve high levels of success. We are currently in a phase of significant expansion both at KS3 and at sixth form.

If you relish the challenge of this exciting post and want to work in a well-resourced learning environment that is at the cutting edge of education, working in partnership with leading national organisations, this could be your ideal opportunity.

**Director of Mathematics / Assistant Head:**

- An outstanding teacher and successful Head of Maths Department (or a highly motivated and aspirational second in charge of Maths)
- Passionate about developing both students and staff to reach their full potential
- A role model and coach to other members of the school community
- Excited by the opportunities presented by different pedagogies and technologies

**We offer:**

- Competitive salary
- Outstanding CPD and collaborative working
- The chance to experience whole school leadership
- A supportive and vibrant professional community

The closing date for applications is Tuesday, 2\textsuperscript{nd} May 2017 (10 am), with interviews scheduled for Monday, 8\textsuperscript{th} May 2017. For an application pack please visit the Staff Vacancies tab (within ‘About Us’ on our website [www.sacredhearthigh.org.uk](http://www.sacredhearthigh.org.uk))

Sacred Heart High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal DBS check.
JOB DESCRIPTION

About the role

Job Title: **Director Mathematics / Assistant Head**
Salary: Point 13-17 of the Leadership Spine (Inner London) dependent on experience. For an exceptional candidate it could be higher.
Hours of Work: Permanent
Accountable to: Full Time
Accountable for: September 2017

Job Purpose
To ensure high quality provision and effective teaching and learning through curriculum leadership in Mathematics

Areas of Accountability
1. Responsibility for providing leadership within your learning area which brings about high standards of teaching and learning
2. Devise strategies to raise student achievement, attainment and standards of behaviour within your learning area
3. Responsibility for leading and managing staff and effective deployment of staff and resources

Specific responsibilities

A. Leadership
- To undertake curriculum development and plan effective strategies to ensure an environment where positive attitudes towards teaching and learning are maintained
- To ensure student achievement is secured and recognised by setting high expectations and stretching targets for the learning area which contribute to the school’s targets.
- To effectively use regular analysis of data to track and monitor student progress and to evaluate this through the use of appropriate assessments
- To ensure the learning area has relevant reporting procedures in place
- To provide a positive, supportive role model for staff especially within the learning area and to line manage designated teaching and teaching assistants
- To take appropriate action when performance of staff within the learning area is unsatisfactory
- To participate in the selection and induction of staff as appropriate
- To effectively manage and deploy relevant resources including finances
- To give advice and guidance to students by being available and approachable
- To support the vision, ethos and values of Sacred Heart High School

B. Curriculum Design and Development
- To lead innovation in curriculum design within your department in collaboration with others
- To construct, revise and develop schemes of work and to include a variety of resources and teaching and learning methods to allow all students to achieve success
- To implement effective intervention strategies to support all students to achieve highly
C. Learning and Teaching

- To utilise the school’s monitoring and review procedures to ensure individuals perform in line with our commitment to securing ‘Outstanding’ learning and teaching
- To monitor the quality of teaching and students’ learning through observation of teaching and work scrutiny according to the school’s self-review and evaluation framework.

D. Community

- To liaise with outside agencies to establish effective working relationships
- To co-ordinate relevant aspects of the Teaching School’s work with other schools
- To promote the school positively within the local community

E. Students

- To contribute to the implementation of student tracking procedures
- To manage behaviour within your department in accordance with the school’s Behaviour Policy, ensuring that rewards and sanctions are used consistently as described within the policy
- To promote and safeguard the welfare of students

F. Professional Standards

- To participate in the school CPD programme and Performance Management process
- To participate in and Teaching School and Maths Hub activities.
- To take responsibility for keeping up to date with subject knowledge and to maintain personal professional development
- To ensure that all deadlines are met as published

Whole School responsibility

The Director of Maths will form part of the extended Leadership Team. A suitable whole school responsibility will be negotiated as appropriate dependent upon the experience, strengths and aspirations of the candidate.

Additional Duties

- To be responsible for promoting and safeguarding the welfare of children and young people. All employees will have a responsibility for the children and young people that they will come into contact with.
- To comply with the school’s Health and Safety Policy, undertaking risk assessments as appropriate and to work within the school’s Equality Policy.

You may be required to carry out additional duties, as the Head may reasonably request, from time to time.

Equal Opportunities

To ensure, that the spirit of the School’s Equality Policy is implemented.

*This job description is reviewed on an annual basis*
## PERSON SPECIFICATION:
**Director of Mathematics/Assistant Head**

<table>
<thead>
<tr>
<th>Area</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>• Good Honours Degree in Maths or related subject</td>
<td>• Higher degree or evidence of further study / research</td>
<td>Application DfES No Certificates</td>
</tr>
<tr>
<td></td>
<td>• QTS (or PGCE+QTS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td>• Evidence of relevant continuing professional development</td>
<td>• Experience of delivering INSET</td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td>• Evidence of effective positive behaviour management</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Middle leadership experience of the relevant curriculum area or a highly motivated and aspirational second in charge of Maths.</td>
<td>• Experience of coaching / leading departmental initiatives with significant impact on student attainment and progress</td>
<td>Application Interview Reference</td>
</tr>
<tr>
<td></td>
<td>• An outstanding classroom practitioner across KS3-5 who is able to inspire students with an enthusiasm for learning</td>
<td>• Proven use of enrichment and innovative curriculum and pedagogical approaches</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Supporting students of all abilities to excellent progress</td>
<td>• Experience of outreach work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to establish and maintain high standards with a track record of achievement in public examinations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Evidence of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and problems solving and enquiry based learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Proven experience in the use of data and self-evaluation to inform curriculum provision and school improvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Effective monitoring and evaluation of staff and student performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experience of successful management of change</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge and Skills</strong></td>
<td>• A passion for Maths and the pedagogy of Maths</td>
<td>• Understanding of 21st Century learning</td>
<td>Application Interview Tasks Reference</td>
</tr>
<tr>
<td></td>
<td>• Understanding of what motivates, challenges and engages young people in a multi-cultural inner city school</td>
<td>• Knowledge of learning focused initiatives and alternative curriculum programmes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Able to inspire, challenge motivate and empower others</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Strong interpersonal and communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Essential</td>
<td>Desirable</td>
<td>Method of Assessment</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
</tbody>
</table>
|                          | • A good understanding of the role Maths can play in the development of literacy, numeracy and thinking skills.  
  • In depth knowledge of Maths National Curriculum, Numeracy across the curriculum and 11 to 18 pathways  
  • Up to date knowledge of Maths curriculum developments  
  • Effective time management and organisational skills  
  • Excellent ICT skills; understand the potential of E-learning | • Knowledge of relevant apps to improve the education experience |                             |
| Personal Qualities       | • Emotional intelligence  
  • High standards and expectations of self and others  
  • Capacity to understand, empathise and engage well with young people  
  • Commitment to equal opportunity and the success of every individual  
  • Positive and flexible approach to opportunities and challenges  
  • Ability to work on own initiative and be pro-active  
  • Ability to self-evaluate and respond positively to constructive criticism  
  • Resilience and the ability to work under pressure  
  • Contribute to the wider life of the school through taking part in and developing the co-curricular programme  
  • Committed to build leadership capacity and develop collaborative links  
  • A sense of humour | • Ambition to lead as coach, excellent practitioner of 21st century learning and / or senior leader | Application Interview  
Tasks  
Reference |
APPLICATION PROCESS

Sacred Heart High School is committed to the protection and safety of its students and to promoting their welfare. To that end identity, enhanced DBS and medical checks will be required from the successful applicant. The school is also an employer committed to equal opportunities.

Your written application

We hope that after reading the information pack you will want to apply for the post advertised. If you wish to proceed, please return the completed application form together with a supporting statement, addressing the Person Specification.

A word version of all forms can be downloaded from the school’s website www.sacredhearthigh.org.uk

Applications should be emailed to Siobhan Finneran sfinneran@sacredh.lbhf.sch.uk by Tuesday, 2nd May 2017 (10am)

Timetable

If you would like to visit the school please contact Siobhan Finneran by emailing sfinneran@sacredh.lbhf.sch.uk

Closing Date - Tuesday, 2nd May 2017 – 10am

Interview Day - Monday, 8th May 2017