



St Gregory's Catholic School  
Kent Catholic Schools' Partnership



## 2ic of Maths - KS5 Maths Co-ordinator

### Application Pack



## St Gregory's Catholic School

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**Letter from the Executive Principal**

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the passion and determination to inspire the Mathematicians of the future, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School & St Simon Stock Catholic School**



## St Gregory's Catholic School Kent Catholic Schools' Partnership



### Role Description

We wish to appoint an innovative, enthusiastic and qualified teacher of Mathematics who would also be 2ic of the department to join us at St Gregory's from September 2022. This post would suit an experienced teacher with experience of teaching KS5 Maths and Further Maths. You would also have the opportunity to complete a Lead Practitioner Accreditation, and on successful completion, move to the Lead Practitioner Pay scale.

#### **The Role:**

The Maths department has a wealth of experience and consistently produces excellent results at GCSE and A Level. You will be joining a skilled, energetic and committed team so we are seeking an outstanding candidate who can continue to raise the quality of provision to enable the best possible outcomes for our students.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Fully planned and resourced schemes of work for KS3 and 4
- Dedicated and bespoke CPD time for all staff each week

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

**Our Offer:** We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

### Application Process

Please contact the school at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) to obtain an application form or download it from our website [here](#).

Application Deadline: 5<sup>th</sup> June, 2022

Interviews: Week of 13<sup>th</sup> of June, 2022

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

### Safer Recruitment

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## Job Description & Person Specification

Job Title:	2ic of Maths - KS5 Maths Co-ordinator
Salary Grade:	MPS/UPS and TLR 2.2
FTE:	1.0
Line Manager:	Subject Leader for Maths

### Purpose of Job:

To support the work of the Subject Leader in raising the standards of teaching, learning and achievement in the department and also intention to become a lead practitioner.

### Teaching and Learning

- Teach the subject as required at all levels.
- Contribute to the Department's bank of resources for the teaching of the subject and assist in the production of materials which take into account pupils of all abilities and levels.
- Contribute to the drawing up, evaluation and reviewing of schemes of work in relation to relevant Key Stages.
- Plan and evaluate work in accordance with departmental policy.
- Provide team teaching support in class as required.

### Assessment, Recording and Reporting

- Maintain records of achievement and progress of all pupils in accordance with the statutory requirements and the departmental policy.
- Mark and return work set, including homework, within an agreed and reasonable time.
- Use the School's Marking Policy and Departmental Policy at all times.
- Complete student data entry and reports in line with School Policy.
- Attend Parents' Evenings as required and keep parents/carers informed about their child's performance and future targets.

### Tutor Role

- Undertake responsibility for a Tutor Group including Registration, Small Group Tutorials and delivery of PSHE.
- Monitor and set targets for the social and academic progress of all students in the Tutor group.
- Endeavour to build up a good relationship with the students in the Tutor Group so that they will look to you for support and advice.



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### General Duties

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- To promote good order among pupils and ensure their health and safety both on and off the school premises.
- To act in accordance with the school's policy on safeguarding issues.
- Promote the School ethos in which the highest achievements are expected from all members of the School community.
- Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the Catholic ethos of the School.
- Uphold the School's behaviour code and uniform regulations

### Performance Management and Professional

The teacher will be part of the School's Appraisal Scheme. S/he will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance, including classroom teaching. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.



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## Person Specification

	Criteria	Essential / Desirable
<b>Faith Commitment</b>	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
<b>Qualifications</b>	Graduate qualification in the Subject or equivalent	E
	Qualified Teacher Status	E
	Experience of teaching the subject at GCSE level and A level	E
<b>Knowledge &amp; Experience</b>	Ability to organise and prioritise workload and work on own initiative	E
	The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
	Ability to communicate well in writing and face to face to all stakeholders	E
	Demonstrable experience of improving successful student outcomes in the last three years	E
	Producing high quality experiences and outcomes for students	E
	Experience as Tutor and/ or pastoral work	E
<b>Skills, Qualities &amp; Abilities</b>	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Assembly, disassembly and cleaning of equipment	E