



CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL

# Recruitment Pack

# Head of Mathematics

Permanent role starting January 2025

Closing Date: Monday 23 September 2024 at 9am

Interview Date: Thursday 26 September 2024

# Our School

Thank you for your interest in working at our school. I hope that the information below will help to give you a good understanding of the school and our values, and that you can see yourself contributing to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our reputation in the wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all of our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing and achieving academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be.

We have an incredible staff team at Cardinal Heenan and colleagues at every level are encouraged to develop their own practice and experience. We are fully committed to developing staff and provide every opportunity for appropriate and effective CPD. The successful candidate will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have particular links with the Catholic schools and Academies, colleges and university in Leeds and have a commitment to develop collaborative working through such networks. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and our students are wonderful.

This appointment comes at an exciting time for the maths department. We are lucky to have a fantastic team of specialist maths teachers, with a range of experience, who all share an absolute commitment to providing the best possible learning experiences for our children. All of our teaching staff have their own specialist teaching rooms which are well resourced and benefit from the support, guidance and care which is abundant within the team. The department have just achieved some outstanding results, achieving 10% grade 9s, 36% grade 7+, 71% grade 5+ and 89% grade 4+, placing us in the top 9th percentile of schools (FFT), with a Progress 8 figure of +0.6. This is particularly pleasing as the results coincide with the promotion of the previous post holder to a Senior Leadership post. We are looking for a team player and subject specialist, who has a love for their subject area and a desire to inspire and connect students to the subject. We will appoint a leader who is flexible and supportive and has an ambition to help make the maths department and our school even better.

I hope that this has given you a brief insight into our school community, but please visit our website for further details of what our school offers with links to our Ofsted report, Diocese of Leeds report and school prospectus. If, following your research, you have any questions about our school or you would like to visit the school, please contact Angela Fieldhouse ([afe@cardinalheenan.com](mailto:afe@cardinalheenan.com)).

Applications should be emailed to: [recruitment@cardinalheenan.com](mailto:recruitment@cardinalheenan.com) by 9am on 23 September.

Thank you once again for taking the time to apply for this post and good luck.

Mr D Kelly  
Headteacher

# Head of Mathematics

Full Time Permanent Role required for January 2025

Scale: MPS/UPS plus TLR 1B Allowance

Our school is a happy school, where relationships are positive, respect is prevalent and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results in 2023 were once again amongst the highest in Leeds and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

Governors are seeking to appoint an experienced, enthusiastic and highly motivated teacher to join our high achieving school as Head of Mathematics. If you have a natural passion and enthusiasm for maths, clear leadership attributes and a strong desire to help all students and staff reach their full potential, then we would be very pleased to hear from you.

Alongside a track record of good achievement in maths the department provides a supportive learning environment committed to developing students’ aspiration in achieving their full academic and personal potential.

You will be joining a committed team of mathematics specialists that strives for creativity and commitment to strong teaching and learning of maths.

The department ensures that the aims of the curriculum are embedded throughout the curriculum so that students learn to become fluent in the fundamentals of mathematics, reason mathematically and solve problems by applying their knowledge of mathematics.

What makes us unique is the way that we meet these aims that creates an atmosphere where all students are inspired, encouraged and supported to the highest levels of educational achievement.

We are eager to hear from you if you are:

- Able to lead by example.
- An excellent practitioner who believes that all students can achieve.
- Able to excel in an environment where students genuinely enjoy school and have a love of learning.
- Ambitious for yourself and our students, and able to thrive in our supportive, collaborative environment.
- Ability to communicate effectively with staff and students.

In return for your hard work, we offer a rewarding and exciting environment where students are keen to learn. We welcome applications from experienced teachers with an aspiration to become Head of Mathematics as well as those currently fulfilling the role in another school.

Further details and our Catholic Education Service application form is available from the school website ([www.cardinalheenan.com](http://www.cardinalheenan.com)). If you would like any further information, or would like to arrange a visit prior to application, please email [recruitment@cardinalheenan.com](mailto:recruitment@cardinalheenan.com).

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates can offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

**Closing date: Monday 23 September 2024 at 9:00am**

**Interview date: Thursday 26 September 2024**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.**

**We promote diversity and want a workforce which reflects the population of Leeds.**

# Job Description

<b>Postholder</b>	Head of Mathematics
<b>Line Manager</b>	Deputy Headteacher
<b>Salary/Scale of Post</b>	MPS/UPS plus TLR 1B
<b>Key Expectations &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide leadership for the Maths department and work with the senior leadership team and other curriculum leaders.</li> <li>• To secure the highest standards in student learning, and outcomes (i.e. attainment and achievement) for Maths across all year groups.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To effect the school's mission statement and to secure the school's strategic objectives.</li> <li>• To uphold and make an active contribution to the school's Catholic ethos in line with the Catholic Education Service contract.</li> <li>• To teach in accordance with school policies, National Teachers Standards and the National Curriculum. To carry out related pastoral, developmental and administrative duties in accordance with the school's aims and development plan</li> </ul> <p>As such, the Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</p>

<b>General Responsibilities</b>	<p><b>In addition to fulfilling the key expectations of a standard scale teacher and tutor role:</b></p> <ul style="list-style-type: none"> <li>• Enthuse, inspire and develop staff and students under the school's Catholic ethos.</li> <li>• Have understanding of and commitment to promoting the educational principles of Cardinal Heenan Catholic High School.</li> <li>• Knowledge of local , national and international developments in the subject area.</li> <li>• Liaise regularly with the school's Achievement Champion to enhance and enrich the curriculum.</li> <li>• Participate in Local Authority and Catholic Partnership Maths networks .</li> <li>• Monitor and respond to curriculum developments and initiatives at local and national levels .</li> <li>• Lead by example, providing inspiration, motivation and leadership and embodying for students and staff the vision and purpose of the department .</li> <li>• Provide prominent, effective and positive leadership of teaching and learning in the department .</li> <li>• Undertake line management for identified members of staff and contribute to the wider remit of the middle leadership group.</li> <li>• Lead the development of syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department and explore innovative ways of teaching and organising the curriculum.</li> </ul>
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**General  
Responsibilities**

- Keep up-to-date with and respond to developments in pedagogy:\admin\confidential area\personnel\posts\head of maths\jd head of maths sept 2020.docx and curriculum at national, regional and local levels and lead the department in implementing whole school initiatives, (e.g. focus on achievement of pupil premium students, promotion of literacy, numeracy and communication skills)
- Take responsibility for the day-to-day management, control and operation of the department and its resources.
- Ensure that schemes of work, teaching and learning styles are suitably differentiated to meet the needs of all students, including groups of students such as SEND and Most Able.
- In relation to assessment and testing, establish and implement clear practices for assessing and recording student achievement, in line with school policy.
- Work with appropriate postholders to ensure that staff development needs are identified and met.
- Take responsibility for own professional development.
- Engage actively in staff performance management and the Appraisal Review process and act as reviewer for a group of staff within the department.
- Assist in the selection and induction processes for new staff.
- Promote teamwork and motivate staff to ensure effective working relationships.
- Assist in making appropriate arrangements for classes when staff are absent.
- Secure effective behaviour for learning within the department by following school policies and procedures.
- Assume responsibility for the departmental self-evaluation and review procedures and lead on the departmental development plan.
- In association with colleagues, formulate aims and objectives for the department.
- Manage the process of target setting within the department and monitoring student progress, putting in place intervention strategies as appropriate to ensure targets are achieved.
- Monitor the effectiveness of departmental practice through the self-evaluation cycle, implementing improvement where required and helping to ensure consistency of approach across the department, including via lesson observation.
- Oversee the accurate reporting of student performance and progress to parents by standardising and moderating marked work and assessments.
- Analyse and evaluate performance data, systems and reports, assuming responsibility for examination entries within the department and liaising with examining bodies and other relevant external agencies as required.
- Contribute to the development of links with other departments in school, partner schools, the wider community and with relevant external agencies
- Organise or oversee the organisation of curriculum enrichment visits as appropriate and ensuring appropriate risk assessment completion in line with school visits policy.
- Ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, liaising where appropriate with the school's Health & Safety Manager (Deputy Headteacher).
- Ensure high standards of professional appearance in line with the school's dress code.
- Have a commitment to safeguarding and promoting the well-being of all students in line with school policy and national guidelines.
- Undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Headteacher.
- This role and responsibilities' outlines are subject to review as part of the school's Appraisal process and is not exclusive of the full range of professional duties

# Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	
			<b>Application – A Interview – I References - R</b>
<b>Qualifications/Knowledge</b>			
Well qualified Honours Graduate in relevant area/subject	E		A, I, R
Qualified Teacher Status	E		A, I, R
Evidence of up to date and appropriate in-service training		D	A
<b>Experience</b>			
Ability to teach to Key Stages 3 & 4	E		A, I
Experience of teaching full ability range at Key Stages 3 and 4	E		A, I
Evidence of using assessment data to set challenging targets and to raise standards of students' achievements	E		A, I
A proven track record in the classroom (progress and attainment)	E		A, I, R
Outstanding subject knowledge	E		A, I, R
Evidence of effective leadership skills and qualities		D	A, I, R
Experience of co-ordinating whole school activities		D	I, R
Evidence of good classroom management skills	E		I, R
Excellent practitioner	E		I
Proven record of driving innovation to raise student attainment.		D	A, I
<b>Specific Aptitude</b>			
Ability to communicate effectively with students and staff	E		I, R
Support the school's Catholic Ethos	E		R
Work effectively as an individual and as part of a team	E		R
Well organised with high level of commitment to teaching	E		R
Good management and interpersonal skills	E		I, R
Ability to lead and manage a group of people	E		I

# Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	<b>Application – A</b> <b>Interview – I</b> <b>References - R</b>
Personal Qualities			
Personal integrity and the drive to do what is best for the students.	E		R
Have vision, energy and enthusiasm	E		R
Ability to make an effective contribution to the Catholic ethos of the school	E		I
Commitment to supporting and promoting the extra-curricular life of the school	E		R
Practising and committed Catholic		D	A, I
Willingness to undertake further training and responsibility	E		I
Commitment to safeguarding and promoting the well-being of all children	E		A, I, R



# Safer Recruitment

**Cardinal Heenan is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.**

## **Application Form**

If you wish to apply for the vacancy, please complete our Catholic Education Service application form which is on the school website ([www.cardinalheenan.com](http://www.cardinalheenan.com)).

## **References**

Please include the contact details of 2 referees on your application form.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references on all short-listed candidates, where possible prior to interview.

If currently employed, one reference must be from your current manager and the other from the establishment before that. The reference for school based staff must be the Headteacher.

Referees will be asked for information about:

- all disciplinary offences (including those where the penalty is “time expired” if related to children) and
- all child protection allegations including the outcome of any child protection investigations.

## **Disclosure and Barring Service (DBS) Check**

Before any offer of employment can be confirmed a satisfactory enhanced DBS check must be completed.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all roles at our school are classed as regulated activity and as such an enhanced DBS check will be carried out.

We will also conduct checks against the DfE Barred List and conduct a check to see if a Prohibition Order issued by the Secretary of State for Education or GTCE sanction exists for roles in the teaching profession.

## **Online Checks**

Online checks will be carried out for all shortlisted candidates to determine if there is any information in the public domain that may impact on their suitability to work in a professional role with children.

The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview.

The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

## **Right to Work in the UK**

All applicants will be asked for verification of their identity and proof that they are entitled to live and work in the United Kingdom. Original documentation will be required.



# Our Commitment to Wellbeing

The term “wellbeing” can be used to describe our holistic health, including our physical, mental and emotional health. When we have good levels of wellbeing we feel that life is in balance and that we can generally cope well. We feel motivated and engaged and that we can “bounce back” from life’s challenges.

*(Supporting staff wellbeing in schools, Anna Freud Foundation, 2023)*

At Cardinal Heenan Catholic High School our Catholic identity drives our mission to look after our staff body and we understand that happy, healthy staff add so much to the communities that they so proudly serve. Staff are proud to work at this school. We are also acutely aware of the challenges existing across the profession, and we see it as our duty to support our colleagues. We have a strong commitment to wellbeing.

Our wellbeing initiatives include:

## **Catholic Life**

- A strong Chaplaincy tradition so that all staff can feel part of the Catholic Community.
- Voluntary staff prayer every Friday morning.
- Fortnightly voluntary Masses held in school for both staff and students.
- Staff have access to Catholic Care support services.

## **Staff Professional Development**

- A clearly planned and structured internal CPD provision that develops teaching and support staff.
- Bespoke support for individual career progression.
- All new initiatives are workload assessed.
- Fully supportive of external CPD opportunities for all staff.
- A staff wellbeing library where staff can borrow books and resources to support their wellbeing.

## **Workload**

- Teaching ratio of 83% to support staff development.
- Careful consideration given to staff timetables.

## **Communication**

- A visible and approachable SLT who all hold wellbeing as a key value for the whole school community.
- Clear communication with staff in the form of a weekly staff briefing and bulletin.
- Wellbeing drop in’s so that staff can share views.
- Supervision support for support staff.
- A staffroom committee which meets with the headteacher regularly.
- Regular staff surveys.
- Staff suggestion box.
- Solution Circles for staff to share their concerns and support other staff.
- Staff have access to Leeds City Council Employee Assistance Service.

## **Community**

- A welcoming, supportive and active staffroom.
- Staff activities including weekly HIIT, staff football, cake Friday.
- Fair and open opportunities for all to attend trips and events.
- Whole school staff recognition in the form of weekly “staff star”.
- Staff gratitude slips.

Inspiring excellence by encouraging every individual to be the person God calls them to be.

# Our Mission Statement

John Carmel Heenan (1905-1975) was Bishop of Leeds, Archbishop of Liverpool and Cardinal Archbishop of Westminster. This school is a living tribute to a very faithful servant of God. We are proud to bear his name.

We wear the word Veritas (Truth) on our school blazers in memory of St Thomas Aquinas. He lived a life of prayer and study which led him to the Dominican Order, whose motto is “Veritas” or “Truth”. He sought truth wherever it could be found and burned with the desire to know the one truth, God, which gives meaning to all truths.

The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. Our aim is **to inspire excellence by encouraging every individual to be the person that God calls us to be**, in preparation for this life and the life to come.



**Cardinal Heenan Catholic High School**

**Tongue Lane, Leeds LS6 4QE**

**Tel. 0113 887 3240**

**[www.cardinalheenan.com](http://www.cardinalheenan.com)**