



# Assistant Head of Mathematics Applicant Information Pack



**Aspiration**

We strive  
to be the best we can be

**Care**

We look after  
one another and ourselves

**Community**

We are proud  
to belong to our school and local area

**Integrity**

We are honest  
and do and say the right thing

**Perseverance**

We never give up,  
even when we find something hard

**Respect**

We are polite, kind and considerate  
of the feelings and rights of others

# **Assistant Head of Maths**

## **Permanent**

### **MPS/UPS plus TLR 2b (£5,705)**

### **Required September 2025**

Churchill Community College is seeking to appoint a highly qualified, motivated and ambitious teacher with the highest personal and academic standards to assist our Head of Maths in leading our Maths Department; someone who is an outstanding practitioner, with high expectations and a record of achieving the best outcomes for their students.

We are looking for someone with drive, energy, a genuine love for teaching and learning, a passion for Maths and someone who has the vision and determination to assist in leading the Maths Department to ensure all our students receive excellence every day.

At Churchill Community College, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision is that every child experience excellence every day.

#### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

#### **The successful candidate will:**

- Assist the Head of Department to lead the strategic direction and development of the department
- Drive forward the quality of teaching and learning in the department
- Assist in the provision of an appropriately broad, balanced and differentiated curriculum
- Be an exemplar of best practice

#### **Deadline: 9am on Thursday 20 March 2025**

Interviews will take place week commencing 24 March 2025.

#### **How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned via email to [recruitment@churchillcc.org](mailto:recruitment@churchillcc.org) You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the School's Safeguarding Policy which is available on our website.



# Job description

## Post title:

Assistant Head of Maths

## Responsible to:

Head of Maths

## Main Purpose:

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate the leadership skills specified in the National Standards for Subject Leaders and to undertake the following responsibilities in relation to the post:

## Generic Responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Interim Executive Board (IEB), Executive Headteacher and Headteacher of the school.
- To assist the Head of Department in leading and developing this area.
- To assist in developing and enhancing the teaching practice of others.
- To monitor and support the overall progress and development of students as an assistant manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

## Strategic:

- To assist in leading the development of appropriate syllabuses, resources, schemes of work and marking policies.
- To assist in the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To assist in the monitoring and follow up of student progress.
- To assist in the management of the department, and to ensure that the activities of the department reflect the needs of students within the subject area, College Improvement Plan/Departmental Development Plan and the aims and objectives of the College.
- To 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, therefore liaising with the College's Health and Safety Manager.

## Curriculum:

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.



- To maintain accreditation with the relevant examination and validating bodies.
- To promote and develop appropriate extra-curricular and community activities within the department.

#### **Staffing:**

- To work with the Head of Department to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

#### **Quality Management:**

- To ensure the effective operation of quality control systems.
- To assist with setting targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the relevant curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To produce reports within the quality assurance cycle.
- To identify appropriate courses and coordinate exam entries within the department.

#### **Pastoral Support:**

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To implement the Behaviour Management system in the department so that effective learning can take place.

#### **Other Specific Duties:**

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.





## General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the school's business

## Safeguarding

Churchill Community College has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



# Person specification

## Head of Maths

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good honours degree or equivalent in a relevant subject</li> <li>• Recent and relevant Continual Professional Development</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Recent and successful teaching experience in the relevant subject area at both KS3 and KS4</li> <li>• Proven track record of delivering excellent outcomes for students at all abilities</li> <li>• Minimum of two years' teaching experience in a successful department or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of assisting in leading or managing developments in the curriculum area</li> <li>• Experience of making a significant contribution to improving student outcomes at departmental level</li> <li>• Experience of organising and participating in extra-curricular work</li> <li>• Recent and successful teacher experience in the relevant subject area at KS5</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal and written</li> <li>• Excellent classroom teacher</li> <li>• Ability to work under pressure</li> <li>• Ability to lead, motivate, challenge and inspire staff and students</li> <li>• Ability to initiate and successfully implement change</li> <li>• Ability to analyse and interpret information to make informed decisions and exercise good judgement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the use of new technologies to improve teaching and learning</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Reliable and conscientious</li> <li>• Desire and ability to learn new skills</li> <li>• High expectations of all students</li> <li>• Caring and supportive</li> <li>• Enthusiastic team player</li> <li>• Able to organise, plan and prioritise effectively</li> <li>• Flexibility, adaptability and creativity</li> </ul>	



**References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

**DBS:**

Churchill Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce, and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

