



# Application Pack

Head of Department - Mathematics

Required for date to be negotiated with the successful candidate

Discovering dreams • Achieving ambitions • Transforming lives

January 2026

Dear Applicant

**Thank you for your interest in the Head of Department – Mathematics position at Harper Green High School, part of the Leverhulme Academy Trust.**

At Harper Green, our mission is clear: **to discover dreams, achieve ambitions, and transform lives**. Everything we do is guided by our vision to provide the highest quality of education, creating a community of happy, successful, and well-rounded individuals who are equipped to flourish and make a positive difference in the world.

Our staff work collaboratively to ensure that all students achieve the highest possible standards, both academically and personally. We place equal value on academic progress and personal development, recognising that success in life is built on strong character, resilience, and ambition. This is nurtured within a calm, supportive, and purposeful learning environment where every student is encouraged to realise their full potential.

Central to our ethos is our shared set of values, '*We are HARPER*', which foster a strong sense of belonging, purpose, and aspiration. These values underpin our culture and empower students to become confident, motivated learners who strive to be the best versions of themselves.

The Mathematics Department at Harper Green is strong and well established, led by a dedicated team of knowledgeable professionals. Our students value mathematics, and we are seeking an exceptional leader who can inspire both staff and students, driving continued improvement and excellence in outcomes.

We offer a challenging yet accessible, knowledge-rich curriculum, underpinned by high-quality teaching and learning and complemented by robust pastoral support. Together, these ensure our students are fully prepared to transform their futures.

If you are inspired by our vision, share our commitment to excellence, and are excited by the opportunity to lead and shape progress in mathematics, we would be delighted to receive your application. I look forward to the opportunity to meet you.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Sally Heppenstall', written in a cursive style.

Sally Heppenstall  
Headteacher





# Welcome to Harper Green High School

## Part of Leverhulme Trust

As a school, we are proud of the achievements of our students and the successes they achieve. Our highly professional, motivated and creative staff are dedicated to ensuring each child flourishes in a safe and happy environment. Our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to realise their ambitions. At Harper Green, we challenge students to explore the furthest reaches of their intellectual, creative, physical and emotional capabilities so that they realise their own infinite potential.

Students at Harper Green foster a love of learning that stays with them beyond leaving the school after year 11. All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels supported, safe, happy and valued.

### Our Ethos and Values

At Harper Green, we recognise that all students are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

### Ofsted 2023

I am delighted that Ofsted has recognised all that we do here together at Harper Green for our students and community, and that our values underpin who we are and what we stand for.

Ofsted recognised the quality of relationships and strength of our community and fed back how well our staff know our students as individuals, acknowledging that positive relationships are at the heart of all we do. The Ofsted team recognised that what they saw throughout the two days spent with us is what happens day in, day out at our school.

Harper Green is a caring community, and this well-deserved judgment is a culmination of the hard work, dedication and collaboration of our staff; the pride and 'we are HARPER' attitudes of our fantastic children: [Link to Ofsted Report](#)

**"I've grown by working with excellent practitioners."**

**Outgoing Head of Department**

## ***“Discovering dreams, achieving ambitions and transforming lives.”***

Harper Green School is part of Leverhulme Church of England and Community Trust. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

### **Vision**

The vision of Leverhulme is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

### **Mission**

Discovering dreams, achieving ambitions, and transforming lives.

### **Staff Values**

Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First:** We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

### **Student Values**

- **Take part**
- **Work hard**
- **Do the right thing**

**Mr Paul Roach**

CEO

Leverhulme Trust



**“An outstanding community school which has had a  
massively positive impact on the local community.”**

Outgoing Assistant Headteacher



## Our staff benefits

Working for Leverhulme is rewarding in lots of ways. In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

### **Pension**

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

### **Continuous Service**

Continuous service will be honoured for candidates moving from local authorities.

### **Enhanced Family Leave**

We offer an enhanced family leave scheme to support our employees.

### **Enhanced Contractual Sick Pay**

We offer enhanced contractual sick pay in line with the Burgundy Book and Green Book.

### **Salary Sacrifice Scheme**

Employees can benefit from salary sacrifice schemes, including Cycle to Work scheme and a healthcare cash plan.

### **Support Services**

We provide access to an occupational health provider for advice and support.

### **Excellent Career Development**

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

### **Free Parking on Site**

Employees can enjoy the benefits of free car parking across our sites.

### **Wellbeing Half Day**

The opportunity to enjoy a half day off during term time to support staff wellbeing.

### **Free Access to Office 365**

We have a dedicated IT Support Team to assist with any IT related queries.

### **Free Flu Vaccinations**

We offer free flu vaccinations on an annual basis to all staff.

### **Trade Unions and Professional Associations**

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

**“The support staff give to students is incredible.”**

**Outgoing Head of Department**



## Job Description

**Job title:** Head of Department - Mathematics

**Grade:** L10 - L12

**Reports to:** Deputy Headteacher

**Main purpose of the job:** To lead and promote the school ethos, vision and mission. To lead and promote high quality teaching and learning across the mathematics department. To improve and continually develop the teaching and learning of the department. To ensure the provision of an appropriate and relevant curriculum that is both challenging and differentiated to meet the needs of all students studying within the department.

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### Key duties and responsibilities

- Uphold the Trusts mission, vision and values.
- Uphold all Trust and School policies and procedures.
- To have a clear vision for the department.
- To ensure the consistent implementation of an appropriately sequenced and challenging curriculum
- To monitor, evaluate and report upon the effectiveness of practice in the curriculum area, especially related to examination entry and performance incorporating the use of value added data.
- To implement Trust and School policies within the department
- To develop strategies for improvement as a result of monitoring performance data and reviewing patterns.
- To use baseline data to set appropriate targets for students
- To track & monitor the achievement of student progress ensuring the effective use of performance data within the department to plan for learning progression.
- To organise interventions to ensure that the targets of individuals and groups of learners are met.
- To lead the development and implementation of appropriate syllabuses, schemes of work and resources that reflect national developments in the subject area and teaching practice and methodology.
- To ensure that knowledge of current developments in the curriculum area is up to date and disseminated to colleagues.
- To have high expectations of staff and students within the department
- To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for the effective continuation of students' learning.
- To ensure that teaching groups are organised so that the needs of all students are best met and in which individuals are encouraged to perform at the highest possible level.
- To ensure that the department embraces and fully engages with the school's teaching and learning strategy.
- To take responsibility for all internal and external examinations.

## **Leadership and Management**

- To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision.
- To lead the team of postholders, ensuring delegation and accountability for specific areas of the maths department
- To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area.
- To build and maintain effective teamwork within the curriculum area, especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting, training and non-contact time.
- To undertake appraisal target setting and reviews.
- To identify areas for development within the department and take appropriate action in supporting, coaching and monitoring colleagues to ensure the standard of teaching and learning contributes positively to student progress and achievement.
- To ensure colleagues are aware of the needs of all students and groups and make provision for this in their planning. To use frequent, regular and well-structured meetings to support this.
- To work with colleagues to formulate, monitor and evaluate the department's strategic development plan ensuring it links with the school improvement plan.
- To ensure there is accountability within the department
- To ensure good student behaviour in the department; to support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the school's Behaviour and Rewards Policy.

## **Administration**

- To arrange and act as Chairperson at scheduled or essential departmental meetings and to produce the agenda and minutes of such meetings, ensuring that the Deputy Headteacher receives copies.
- To manage the department budget and assess the financial needs of the department, planning for sustainably, contributing to improvements in teaching and learning, student progress and achievement in line with the principles of best value.
- To take responsibility for the ordering, receiving, checking, recording and safe-keeping of all stock, equipment and teaching aids.
- To take responsibility for the care of the fabric in department areas; risk assessments for health and safety, the appearance of rooms and corridors and responsibility for the standards of display in rooms and corridors.

To undertake any other duties appropriate with the level of responsibility, as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

## PERSON SPECIFICATION

**Job Title: Head of Department - Mathematics**

<b>Qualifications and training</b>	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status	✓	
Evidence of appropriate ongoing professional development.	✓	

<b>Experience, knowledge and skills</b>	<b>Essential</b>	<b>Desirable</b>
A track record of Good or Outstanding teaching	✓	
Good knowledge of current developments in pedagogy	✓	
A good understanding of curriculum sequencing to ensure progress in the subject area	✓	
Knowledge and experience of improving outcomes in your curriculum area	✓	
Vision for the development of the curriculum area	✓	
Previous experience in the line management of staff	✓	
Proven successful experience being a Head of Department		✓
The ability to use ICT effectively to engage students	✓	
The ability to differentiate materials to meet the needs of learners	✓	
The ability to use effective behaviour management strategies	✓	
Extensive of how to use assessment to inform planning for good teaching/learning	✓	
An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance	✓	
Understanding of appropriate interventions to allow		
Ability to listen and effectively communicate with a variety of audiences	✓	
Ability to develop and maintain effective relationships	✓	
Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately	✓	
A team player with the ability to work collaboratively.	✓	
Knowledge and understanding current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.	✓	

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Always prepared to put the students' needs first	✓	
High expectations of students' progress, outcomes and behaviour	✓	
Responsibility for own professional development and be willing to partake in further development.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to Health and Safety.	✓	
A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	



Other requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

