

CHRIST THE KING CATHOLIC HIGH SCHOOL



TEACHER OF MATHS

WITH HEAD OF YEAR (TLR 2.2)

Application Pack





Welcome

I would like to welcome you warmly and thank you for expressing an interest in the post of Teacher of Maths with Head of Year. At Christ the King, we believe we provide a rich educational environment for each student. We also believe that the traditional values of courtesy and consideration are essential and, hence, our community is ordered, structured and well-disciplined but within a framework of caring for each individual.



Christ is at the heart of our school. Our school motto "Love one another as I have loved you" (John,15) resonates with our distinctiveness as a Catholic school and our students are at the very heart of everything we do. We do this through our approach modelling "THE CTK WAY" and coupling this together allows students to grow academically, socially and in their faith. The young people in our care reflect what we stand for, as one Year 10 student eloquently described 'We are a family. We are the Body of Christ'.

Inspectors noted from a recent RE and Catholic Life Section 48 report that: *'The quality of provision for Catholic Life is outstanding. The school has a distinctive and undeniable Catholic identity which is lived out by staff and students'*

(Section 48 March 2022)

The dedicated staff are well supported by the experienced Governing Body. Our aim to achieve the best possible education for all our children can only be realised in partnership with parents/carers and the community. We are always willing to meet, talk and discuss the progress of students in school to ensure the best possible education can be delivered. Please make an appointment if you wish to speak to a member of staff.

Mrs C Jones
Headteacher



Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Teacher of Maths with Head of Year at Christ the King Catholic High School.

Application

If you wish to apply, please email your application to aleaver@ctk.lancs.schh.uk or post your completed application form including supporting statement to our Headteacher Mrs C Jones at the address shown below. Letters should address the criteria identified in the person specification in no more than 2 sides of A4 paper, font size 11 - Arial. Applications should be made via My New Term.

Closing Date

Please ensure that your completed application arrives no later than 9am on Friday 01 May 2026. We will not be able to accept applications received after the closing date.

Shortlisting

Shortlisted candidates will be informed, and details of the selection process will then be sent out by email. If you have not been shortlisted, we will inform you of this in writing shortly after an appointment has been made.

Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place w/c 11 May 2026.

If you require any further information about this post please contact our Business Manager, Mrs A Leaver at aleaver@ctk.lancs.sch.uk.

Your sincerely,

A handwritten signature in black ink that reads 'C Jones'.

Mrs C Jones
Headteacher



General Information

Above everything else, Christ the King Catholic High School and our faith lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos and we take pride in the impact that we have on the life chances of our students, particularly those who are the most disadvantaged by their circumstances.

We serve an area of significant social disadvantage. Around 44% of our student population is eligible for pupil premium. The overwhelming majority of students who attend our school travel by bus from inner-city social housing estates. At Christ the King we are very proud to be such an inclusive and welcoming school.

Attainment on entry is significantly below average and many of our students come from families with significant and complex needs. As a Catholic school we are extremely proud of our success in securing valuable progression routes for almost all students. A number of students access highly successful alternative provision; the large majority of them secure jobs or apprenticeships as a result.





General Information

Since September 2022, strong governance has played a pivotal role in driving rapid improvement at Christ the King Catholic High School. Governors and senior leaders have worked closely together, providing both challenge and support, with a clear and shared understanding of the school's strengths and areas for development.

Following the Ofsted inspection in September 2022, leaders took decisive action to strengthen safeguarding, improve behaviour, increase students' engagement with learning and raise the quality of teaching. This work has continued as the school entered a new phase of its development, becoming an academy in January 2024 and joining the Mater Ecclesiae Catholic Multi Academy Trust, where we now work as "One Family in Christ" with other Catholic schools across Preston.



Under new leadership, the school is firmly rooted in its Catholic mission, with Christ at the centre of all we do. High expectations, strong pastoral care and a clear focus on learning ensure that every student is supported to grow spiritually, academically and personally.

As a result of this determined focus on improvement, expectations of behaviour are high and standards across the school continue to strengthen. The school serves around 400 students aged 11–16 and is an important part of the Catholic community in Preston, with growing links across the Trust and local primary schools.

Attendance, punctuality and behaviour have all been key priorities, with targeted strategies introduced to support students and families. These approaches have helped to improve overall standards and ensure that students are ready to learn and achieve their full potential.



Job Description

Teacher of Maths with Head of Year

Christ the King Catholic High School

'Love one another as I have loved you' (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and love all people – are at the heart of what we do. He inspires us as children of God, to uphold the dignity of each individual. We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

SAFEGUARDING

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

JOB TITLE: Teacher of Maths with Head of Year

ACCOUNTABLE TO: Head of Department and Assistant Headteacher (Pastoral)

TEACHING JOB DESCRIPTION – TEACHER OF MATHS with HEAD of YEAR

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TEACHING JOB DESCRIPTION

1. GENERAL

- The post holder is responsible to the Head of Department for teaching subject duties and responsibilities
- To contribute to the teaching and other work of the Department
- To enthuse students about the subject that you teach and contribute towards their progress and enjoyment of learning
- To interact on a professional level with colleagues and seek to establish and maintain productive professional relationships with them in order
 - > *To promote mutual understanding of the specific subject and its relationship within the school curriculum as a whole*
 - > *To improve the quality of teaching and learning*
- To be responsible to Heads of Year for tutorial and pastoral duties and responsibilities

1.1 Teaching

- (a) Planning and preparation of courses and lessons with a clear purpose, adopting a variety of teaching techniques accompanied by appropriate resources and student tasks
- (b) Teaching assigned groups according to their educational needs
- (c) Record all marks given for work as required by departmental policy
- (d) To co-operate and advise on the preparation and development of courses, materials, programmes, methods and assessment
- (e) Set homework regularly, according to the school's Homework Policy to consolidate and extend students' learning and encourage students to take responsibility for their own learning
- (f) Through prior discussion and joint planning work with SEND staff to maximise the learning of students with Special Educational Needs
- (g) To attend and participate in department meetings.
- (h) Ensure that a high-quality learning experience for students is appropriately delivered and meets internal and external quality standards

1.2 Assessment, Reports & Monitoring

- (a) Assessing, recording and reporting on the development, progress and attainment of students
- (b) Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students
- (c) Mark students' work regularly according to departmental and school policies
- (d) Contribute towards the implementation of Individual Education Plans for students with SEND
- (e) Assess students' work systematically and use the results to inform future planning, teaching and curricular objectives
- (f) Set challenging targets for all students and ensure that students have a clear understanding of how to improve their work
- (g) Prepare informative and accurate reports to parents in line with the school's reporting policy



- (h) Keep an accurate register of students for each lesson. Report unexplained absence and patterns of absence according to the school's policy.

1.3 Discipline

- (a) To maintain good order and discipline in assigned classes in a Christian context
- (b) To contribute to the maintenance of good order and discipline throughout the school
- (c) To take necessary steps to safeguard the health and safety of students both in assigned classes and around school generally
- (d) To maintain order and discipline and safeguard health and safety of students when they are engaged in authorised school activities off the school premises
- (e) Use positive management of behaviour to create an environment of mutual respect which allows students to feel safe and promotes their self-esteem and learning.

1.4 Internal Exams

- (a) To advise and assist in the setting, administration and marking of all internal exams
- (b) To mark and record as appropriate the results of exams by agreed deadline.

1.5 Public Exams

- (a) To organise individual teaching so that the specification for the appropriate exam is completed providing a suitable period of time for revision
- (b) To ensure that all coursework requirements are met by the required deadline
- (c) To ensure that all required administration for coursework is both accurate and meets the required deadline set by the Exams Officer or exams board
- (d) To inform your Head of Department of any concerns about individual students at the earliest date so that suitable exam entries can be made
- (e) Make every effort to encourage students to achieve their potential in every subject.

1.6 Pastoral Activities

- (a) To undertake the duties of a House Tutor and promote the general progress and well-being of individual students and of any class or group of students assigned
- (b) To provide vocational, educational, personal, spiritual and social guidance and advice to students.
- (c) To keep relevant records and reports
- (d) To communicate and consult with parents following consultation with Heads of Year/Head of Department
- (e) To liaise with Heads of Year with regard to student progress, achievement or concerns about the well-being of individuals or groups of students
- (f) To co-operate and advise on the preparation and development of pastoral arrangements
- (g) To attend and participate in Assemblies
- (h) To participate in the pastoral duty team.



1.7 Staff Development

- (a) To undertake self-evaluation
- (b) To participate in the school's professional development programme
- (c) To participate in INSET activities for further training and professional development.

1.8 Meetings

- (a) To attend and participate in programmes of meetings and other meetings as reasonably directed by the Headteacher.

1.9 Staff Cover

- (a) To supervise and as far as is practicable teach students whose teacher is absent, in accordance with the scheme in operation within the school.

1.10 Administration

- (a) To participate in administrative and organisational tasks related to the above duties.

1.11 Professional Standards

- (a) Have an up to date and thorough knowledge of the National Curriculum programme of study, level descriptors and exam board specifications
- (b) Keep up to date with research and development in pedagogy and the subject area
- (c) Be a role model to students through professional conduct and personal presentation
- (d) Arrive at class on or before the start of the lesson and begin and end lessons on time
- (e) Liaise effectively with colleagues and with parents, carers and other agencies if appropriate
- (f) Take responsibility for Health & Safety matters for the area you teach and report any matters that are a hazard to those working at or visiting the school
- (g) Be familiar with and support all departmental and school policies
- (h) Work effectively as a member of the department, and as a member of other teams within school (where necessary), to improve the quality of teaching and learning
- (i) Strive for professional and personal development through the active involvement in the school's Appraisal system
- (j) All the above duties are to be carried out as designated by the Headteacher in accordance with Teacher Standards and the Whole School Pay Policy.



JOB DESCRIPTION – HEAD OF YEAR

Specific Duties

Set high expectations which inspire, motivate and challenge students

- Establish a safe, caring and stimulating environment for our students, rooted in Gospel values
- Set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of our students

Student Progress

- - To promote high standards and expectations amongst students in relation to all aspects of their school life such as attitude and preparation for learning, behaviour, attendance, punctuality and appearance through the development of effective strategies in line with our rewards and sanctions and Behaviour Policy
 - To make effective use of assessment data to support the academic progress of students in line with whole school practice
 - To monitor students' progress and academic performance in relation to targets set for each individual in each curriculum area, producing evaluative reports for as required
 - To develop effective strategies for supporting and challenging students within the Year Group who are underachieving, including parental contact, counselling etc.
 - To liaise with Heads of Department to support students who may be underachieving
 - To support individual students through counselling and working with other agencies – internal and external – to meet the needs of those students facing difficulties
 - To provide reports on individual students as required for a variety of purposes such as disciplinary procedures
 - To contribute to the development and implementation of a reward system for students who are achieving well
 - To contribute to the monitoring and evaluation of student progress across the school
 - To develop and maintain effective student records in line with whole school policy
- to ensure effective communication, as appropriate, with the parents/carers of students, particularly in relation to academic progress
- Liaise with home/other agencies to organise work for students unable to attend school
 - To undertake appropriate safeguarding training within the pastoral network of CtK

Leading, developing and enhancing the role of Form Tutors

- To lead a team of tutors to support the academic, social, emotional and moral progress of students throughout the curriculum, particularly in the planning, implementation and evaluation of tutor programmes and activities
- To monitor and support the work of all tutors within the team, to ensure consistency in the application of policies and the achievement of the highest standards
- To ensure the effective use of the data by tutors so that follow-up procedures are adhered to and that appropriate action is taken where necessary, for example, in the identification of underachievement
- To coordinate/plan Year group assemblies



- To ensure that tutors within the team are following policies designed to support the progress and education of students, particularly those relating to equal opportunities, inclusion and special educational needs
- To contribute to Appraisal targets where relevant in respect of the tutoring role
- To promote the professional development of staff in issues relating to the guidance of students
- To manage Tutor Team meetings
- To promote teamwork and to motivate staff to ensure effective working relations
- To support and challenge staff in their work within their tutoring role on a day-to-day basis
- To seek/implement modification and improvement where required within the relevant tutor team with approval sought and given
- To help ensure that all members of the tutor team are familiar with its aims and objectives in relation to tutoring
- To induct new tutors into routines and practices in line with our pastoral programme

Additional duties

- To act as a role model for colleagues within your team and our school as a whole
- To be responsible for a duty team at morning break
- To be responsible for the organisation of relevant parents' consultation and information evenings

***The applicant will be required to safeguard and promote
the welfare of children and young people.***



Person Specification

Christ the King Catholic High School is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment.

Teacher of Maths with Head of Year

Person Specification/Selection Criteria

Criteria	Status		Source *		
	Essential	Desirable	A	I	R
A degree or equivalent in Maths or a Maths related subject	✓		A		
Enthusiastic and effective classroom teacher who can recognise how individual students learn and the factors and barriers to learning they may encounter	✓				R
Experience of successful teaching of Maths to Key Stages 3 and 4, tracking and analysing data both academic & pastoral	✓		A		
Able to relate to and empathise with young people and their families/carers and build relationships in often difficult situations	✓		A		R
Able to motivate and inspire students by implementing effective interventions and strategies	✓		A		R
Knowledge and experience of multi-agency working		✓	A		R
Good communication and listening skills	✓		A	I	
Commitment to continued professional development	✓		A	I	
Good ICT skills	✓		A		R
Ability to work within different teams, building & maintain positive relationships	✓		A	I	R
Ability to manage and prioritise own workload, work independently	✓		A	I	R



CEO Welcome

Thank you for your interest in the role of Teacher of Maths with Head of Year at Christ the King Catholic High School, which is part of Mater Ecclesiae Catholic Multi Academy Trust.

It gives me great pleasure and excitement to welcome you to our growing, dynamic family of Catholic schools. Mater Ecclesiae is one of three Catholic multi academy trusts created by the Diocese of Lancaster to play an important part in shaping Catholic education across the Diocese.

The Trust currently consists of seven primary schools and one secondary school. In line with the bishop's vision for schools across the Diocese of Lancaster and following a hugely successful first year, we are due to grow to 13 schools before the end of the calendar year, when we will be delighted to welcome five more primary schools into the Trust. When fully formed, the Trust will consist of 20 primary schools and 3 secondary schools covering the Preston and rural Preston area.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

The Trust currently serves over 2300 students and employs over 360 staff across our schools. The context of our schools means almost half of our secondary students and a third of our primary students' experience challenges based on socio-economic and deprivation-associated factors. Our aim is to expertly deliver an ambitious Catholic curriculum that opens hearts, broadens horizons and accelerates social mobility.

The core principles of the Trust are to educate the whole person, striving for excellence and working together as 'One Family in Christ', serving others. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all the children and young people develop a sense of 'compassion, confidence and community' and reach their full potential by realising their God-given talents.

Our Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. Our core values of Compassion, Confidence and Community underpin all our relationships, between staff, students, families, parishes and local communities.

For more information on our Trust, please visit <https://mater-ecclesiae-trust.co.uk/>. We look forward to hearing from you.



Yours faithfully,

Peter Duffy

Chief Executive Officer



Our **Vision**

We are **'One Family in Christ'** serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family, members of our community are loved and valued as unique individuals made in the image of God. They are respected and cherished and given every opportunity to grow together.

As **'One Family in Christ'** we embrace, celebrate and inspire our diverse communities to achieve their full potential.

Our **Values**

One family in **Compassion**
One family in **Community**
One family in **Confidence**



One Family in Christ



Mission Statement

"Love one another as I have loved you" (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.



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