



Bishop Ullathorne
Catholic School

Part of Holy Cross Catholic MAC

Leader of Mathematics APPLICANT PACK

May 2026

Holy Cross MAC was formed in September 2019 when 5 catholic primary and 2 catholic secondary schools in Coventry joined together. Holy Cross Catholic MAC has over 4,000 pupils and employs over 450 staff across our seven schools – all of which are very popular and highly successful.



Dear candidate,

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Leader of Mathematics** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on My New Term. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and help as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & Experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserves the right to check the validity and accuracy of your application if successful.



Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

Please Note

We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

For further details about the school please visit the school website <https://www.bishopullathorne.co.uk/> or for further details regarding the MAC please visit <https://www.hcmac.co.uk>

Details regarding the post are available from Holy Cross Catholic MAC recruitment website at:

[Holy Cross Catholic Multi-Academy Company - Vacancies](#)

Visits to the school are encouraged prior to application. Please contact the Business Manager, Mr Paul Carpenter, to arrange an informal visit to the school, or if you would like an informal discussion about the role: 02476 414 515.

We look forward to receiving your application.

Yours faithfully

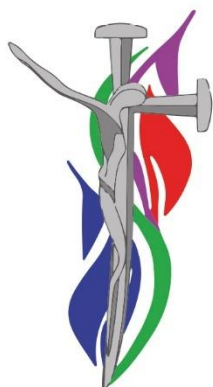
Sarah Boyle

Headteacher

Bishop Ullathorne Catholic School

Holy Cross Catholic MAC





Holy Cross Catholic Multi Academy Company

Achieving together in faith

Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

- H** High aspirations for all
- O** Outstanding education - to create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L** Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y** Young people – who are resilient and make a positive contribution to their diverse and changing communities
- C** Community - strengthening and nurturing the Catholic life of our schools
- R** Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O** Optimising our resources to realise best-value by sharing assets and using economies of scale
- S** Standards - to maintain the highest quality of Catholic education by ensuring accountability at all levels
- S** Service to God by serving others in our school and local communities and national and international communities in need.





Bishop Ullathorne Catholic School

Part of Holy Cross Catholic MAC

Soli Deo – For God Alone

We are a truly comprehensive school which serves a very wide area of Coventry, including the most advantaged and disadvantaged wards in the city. Our 1147 students are drawn from six parishes and partner primary schools. They reflect the needs, aspirations and life experiences found in the diversity of the city in which we serve.

Holy Cross Catholic Multi Academy Company is a supportive and sharing community of schools that helps all the schools to grow and enrich one another.

We have an ambitious staff who are committed to the success of every pupil in our school. We work well together to provide a curriculum tailored to the needs of all. The pastoral care of our students is also at the heart of what we do to support the learning and success of our young people. One of the wonderful truths about the students at our school is that they appreciate the talents and the skills of others. They demonstrate this through their responses during assemblies, the presentation of awards, school productions, music, and liturgy. This is due to the quality, depth, and warmth of relationships between students and between students and staff.

Our vision

The most important people in our school are the young people who give purpose to our mission. We believe in their unique dignity, made in the image and likeness of God, and this inspires us to provide a Catholic education which meets the needs of every student. We are deeply committed to educating the whole person of every student so that they may come to live life to the full. The teachings of Christ found in our Catholic faith, daily collective worship, assemblies, retreats, and celebrations of Mass are rooted in the heart of our school community. They provide direction for all that we do. The school has a beautiful chapel where the Blessed Sacrament is reserved. Our very able and committed Chaplain celebrates Mass with us each week and supports our provision for the spiritual development of our students and staff.

Our school is totally committed to ensuring that our students know and feel they are loved and accepted by the people they are. Our work aims to fill them with hope and ambition for themselves now and for their future lives beyond school, whether it is university, college, or an apprenticeship which awaits.

The school became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Cardinal Newman Catholic Secondary School and Christ the King, Saint Elizabeth's, Saint Augustine's, Saint John Vianney and St Thomas More Catholic Primary Schools, which are all located in



Coventry. As part of the wider Diocesan vision, we will be working towards merging with other local Catholic schools in the future to form a larger Catholic Multi Academy Trust (CMAT).

Bishop Ullathorne is proud to work in strong collaboration with other schools within the Holy Cross Catholic MAC to offer expertise and to benefit from the best practice in our excellent family of schools.

The school is situated in Finham within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.



Why Work at Bishop Ullathorne?

Ofsted 2024: *“Bishop Ullathorne is a welcoming, caring school community. The values of the ‘Ullathorne way’ underpin all aspects of school life. Pupils value the school’s ethos, and it contributes to why so many have very good attendance.”*

Teacher: *“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice, and we take the opportunity to be our true self.”*

Year 8 Student: *“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*

Senior Teacher: *“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”*



Advert

Leader of Mathematics



Bishop Ullathorne
Catholic School

Part of Holy Cross Catholic MAC

Required for September 2026

Teacher Salary: Main Pay Scale £32,916 - £51,048 plus a TLR1c £14,868

The Board of Directors of Holy Cross Catholic Multi Academy Company and the Governors of this popular and successful Catholic school are looking to appoint an enthusiastic and dedicated Leader of Mathematics who is committed to promoting the Catholic ethos of the school and inspiring pupils in their faith and learning. You will play a key role in supporting pupils' personal and academic development while promoting the school's values and high expectations. We welcome applications from passionate educators who bring creativity, strong subject knowledge, and a commitment to nurturing every student's potential.

Holy Cross Catholic MAC and Bishop Ullathorne Catholic School can offer you:

- A culture of collaboration, support and high expectations
- A warm, respectful and values-driven school community
- Opportunities for professional growth within the MAC
- Access to the competitive Teacher Pension Scheme or Local Government Pension Scheme
- A strong emphasis on employee wellbeing, including free, confidential access to 24/7 helplines, counselling and support services
- Free, annual flu vaccinations
- A flexible and generous approach to family appointments and events

Bishop Ullathorne is a highly successful 11-18 Catholic comprehensive school set in 44 acres grounds in the pleasant outskirts of South Coventry. This is a fantastic opportunity to help lead the school and make a significant contribution to the future success of the school. We are located within easy access of all areas of Coventry and commutable from surrounding areas of the West and East Midlands.

Online application forms and details regarding the post are available from Holy Cross Catholic MAC's recruitment website at:

[My New Term](#)

Closing date for applications: 9am on Monday 18 May 2026

Interviews: Wednesday 20th May 2026



Bishop Ullathorne Catholic School, part of Holy Cross Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service (DBS) check and where relevant, a childcare disqualification check.

Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, medical clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.

An online social media check will also be carried out as part of due diligence on all conditional offers of employment.





**Leader of Mathematics
Job Description**

Job Title:	Leader of Mathematics
Scale:	Main Pay Range: M1 £32,916 – M6 £51,048 plus TLR1c £14,868
Contract:	Permanent
Responsible To:	Headteacher

Post Title	Leader – Mathematics
Purpose:	<ul style="list-style-type: none"> • To demonstrate an ambitious vision for the department and high expectations. • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. • To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP, DIP and the aims and objectives of the school. • The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. • To actively monitor and follow up student progress. • To implement school policies and procedures.

Main (Core) Duties

Operational/ Strategic Planning:	<ul style="list-style-type: none"> • To ensure, in liaison with the Senior Leader responsible for the Catholic life of the school, that Catholicity permeates throughout whole school teaching and learning. • To be responsible for, in liaison with the Senior Leader responsible for the Catholic life of the school, the Catholic life being celebrated through adhering to and organising the masses and assemblies around the Catholic calendar.
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Curriculum Provision:	<ul style="list-style-type: none"> To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school Improvement plan/ school evaluation.
Curriculum Development:	<ul style="list-style-type: none"> To lead curriculum development for the whole department. 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 liaise with the Examination Assistant to maintain accreditation with the relevant examination and validating bodies. To ensure that the development of the subjects are in line with national developments.
Staffing:	<ul style="list-style-type: none"> To work with the SLT I/C Teaching and Learning and Professional Development to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To make appropriate arrangements for classes when staff are absent by liaising with the Cover Supervisor/relevant staff to secure appropriate cover work within the department. To participate in the interview process for teaching posts, when required, and to ensure effective induction of new staff in line with school procedures. To promote teamwork and to motivate staff to ensure effective working relations.
Quality Assurance:	<ul style="list-style-type: none"> To ensure the effective operation of quality assurance systems: book scrutiny, monitoring reports, monitoring exam coursework, etc. To monitor and evaluate the curriculum area/ department in line with agreed school procedures. To implement modification and improvement where required. To ensure that the department's quality procedures meet the requirements of self evaluation To establish the process of the setting of 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 subject areas within the department. To contribute to the school procedures for lesson observation.



Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department. • To analyse and evaluate performance data. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the department. • To produce reports on examination performance, including the use of value-added data. • To provide the Governing Body, if required, with relevant information relating to the Departmental performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation, as appropriate, with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the department's views and interests.
Marketing and Liaison	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities. • To lead the development of effective subject links with partner schools and the community. • To effectively promote the subjects at Open Days/ Evenings and other events.
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with staff members in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral Systems:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department.



	<ul style="list-style-type: none"> • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To ensure the Behaviour Management System is implemented in the department so that effective learning can take place. •
<p>Teaching:</p>	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for students, which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning, appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required. • To ensure the learning environment is of a high standard and classroom display is conducive to learning. Display should be updated half termly in accordance with the school's Display Policy.



Other specific duties:

- 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.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

To undertake such other duties that may be requested by the Headteacher.

Ethos and Culture

To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school. To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

Equality and Diversity

Work within and promote compliance with the School's Equality Duty Information and Objectives Document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the Subject Teacher will be reviewed at least once a year by the line manager.

Safeguarding

Bishop Ullathorne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Bishop Ullathorne is a non-smoking site.



Personal Qualities	<ul style="list-style-type: none"> • A commitment to the vision of our school and to the academy as a whole. • A commitment to inclusive education. • Ability to form good working relationships with students and staff. • High standards and expectations. • Ability to use student assessment data to raise achievement. • Outstanding communication skills. • Reliability and integrity. • Enthusiasm for the subject. • Ability to use own initiative. 	Essential
Attitude and Motivation	<ul style="list-style-type: none"> • Genuine interest in young people. • Patience, good sense of humour and ability to keep things in perspective. • Conscientious. • Diplomatic and professional. • Resilient and adaptable. • Ability to work flexibly and outside of normal working hours, when required. • Keen to learn and to undertake training. 	Essential



Our Mathematics Department

The Mathematics Department consists of an enthusiastic and mutually thriving team who are passionate about developing every child's confidence and appreciation for the subject. We believe that everyone can be a mathematician.

The department has nine specialist mathematics teachers and an achievement mentor. Every member of the department has their own classroom with an interactive whiteboard.

Curriculum

Staff are committed to improving teaching and learning and use a wide variety of resources within the classroom. We have a cohesive bespoke scheme of learning which is fully resourced to reduce workload whilst still enabling teachers freedom to adapt lessons to their own individual needs. The department is continually reflecting on and improving the scheme through collaborative planning to ensure every child can be successful in Mathematics.

We are working closely with the Origin Maths Hub on the 'Teaching Mathematics for Mastery' programme to further improve our pedagogy and that of surrounding schools. We are also a 'Problem Solving School' and have been part of the Nrich teacher panel and are committed to embedding problem solving in our lessons.

Students follow the 9 - 1 Edexcel GCSE course at Key Stage 4 and the Edexcel A Level course at Key Stage 5.

In 2025 we celebrated some of our best results ever, with 30% gaining a Grade 7 or above and 60% gaining a Grade 5 or above. Both are well above national measures. At A Level, 59% gained an A*-B.







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Bishop Ullathorne Catholic School

Leasowes Avenue

Coventry

CV3 6BH

Please refer to our website for further details about our school: <https://www.bishopullathorne.co.uk/>

