



**Liverpool College**

**Head of Faculty  
Maths**

**Application Pack**

# Contents

Thank you for your interest in the Head of Maths post at Liverpool College.

## This pack contains:

- ❖ Information about Liverpool College.
- ❖ Details of the post and application process.
- ❖ The job description and person specification.
- ❖ Details of how to apply

We hope that you find the pack informative and useful. If you do have any further questions, then please contact the HR Administrator via the details below:

**Mrs L Harley**

[iharley@liverpoolcollege.org.uk](mailto:iharley@liverpoolcollege.org.uk)

**0151 724 4000 ext: 3170**



## A. Liverpool College

Liverpool College is a mixed ability 4-19 Academy of some 1500 pupils. The College is situated on a leafy 28 acre campus located in the Mossley Hill area of Liverpool adjacent to Sefton Park.

The College is organized into two phases and five schools:

The **Primary Phase** consists of the Pre-Prep (Reception-Year 2) and Preparatory School (Year 3-Year 6) and each are housed in their own buildings.

The **Secondary Phase** consists of the Senior School (Middle School (Years 7-9) and Upper School (Years 10-11)) and the Sixth Form (Years 12-13) which share classroom facilities. The Sixth Form also has its own centre.

The leadership of the College consists of the Principal of the College who is supported by two Vice Principals who have whole College responsibility for teaching, learning and curriculum, and mission, resources, assessment and policy oversight respectively, and by the Director of Finance and Operations who is responsible for the financial management and support operations of the College.

The Principal, Mr van Mourik Broekman, was appointed in 2007 and has been in post since 2008.

The College was founded in 1840 to serve the growing population of Liverpool. The College was a founding member of the Headmaster's Conference and was a fee paying school until 2013. It is a Church of England foundation that has always been open to pupils and families of all faiths and none. It does not apply any faith criteria in its pupil admissions or staff recruitment policy.

In June 2012, Liverpool College announced that the Secretary of State for Education had accepted their submission to transition the College to Academy status.

In September 2013, Liverpool College became an all-through academy for pupils aged 4 to 19 years old. The College also offers state boarding provision. In the last few years, it has become one of the most over-subscribed schools in the North of England.

Liverpool College was judged **Outstanding** in all areas by Ofsted at its last inspection in November 2019.

### **Purpose and Intent:**

Our purpose is to transform the lives of young people, regardless of background or ability, by relentlessly challenging and consistently inspiring them to reach their maximum academic and personal potential within an inclusive and aspirational learning community dedicated to the highest standards.

Our intent is to be a School of Character, which through a unique curriculum and extraordinary teaching, systematically and effectively inspires and guides all pupils to maximise their academic and personal potential and aptitude regardless of their background or any disadvantage.

### **Mission and Ethos:**

Liverpool College was founded on a commitment to educate the whole person. Although we made this pledge almost 180 years ago, it has never been more relevant than today.

Our motto, “Non solum ingenii verum etiam virtutis” — to build ‘not only the intellect, but also the character’ — speaks directly to the resilience and flexibility required for a life of learning. It reflects the balance of ability and resilience needed to flourish and finds its contemporary expression in our focus on ‘**Learning with Character**’.

Every young person that joins our school has the potential to excel regardless of their background or any disadvantage. By developing ‘Learning with Character’ we create the structure around which potential grows and flourishes, the foundation on which personal fulfilment and excellence is built.

We implement our mission of Learning with Character through our **LCA+ curriculum**.

LCA+ is a challenging, broad and engaging curriculum consisting of seven academic and subject strands and seven strands of personal and social education and development.

The strands equip all pupils with the knowledge, curiosity and personal traits for success in the next phase of their education and life regardless of their background or any disadvantage.

This strong sense of mission and unique identity make the College a distinctive educational offer to the people of Liverpool.

Our commitment to Learning with Character and our three core traits of Purpose, Passion and Challenge create a cohesive community across the entire campus and ensure we continue our founders’ intention to make the formation of character a prime purpose of education.



love the journey



## B. The Post

The Faculty of Maths is made up of 8 specialist teachers who all teach across the age range of the secondary phase. Faculty teaching areas are located together in one building.

Maths is a consistently popular and high performing subject at Liverpool College with outcomes well above national figures and those of the local authority at both key stage 4 and 5.

The Head of Faculty (Maths) will be responsible to the Principal and Vice Principals for the delivery of excellent quality first maths teaching in the secondary phase of the College and the effective implementation of College policies as they pertain to maths teaching. He, or she will serve on the Heads of Faculty committee. He, or she, will be instrumental in developing and implementing the curriculum, strategies and policies which will deliver an exceptional and transformative maths education to pupils in the secondary phase of the College.

The Head of Maths Faculty is also expected to liaise closely with primary colleagues to ensure the sequential structuring of an ambitious maths curriculum across the College.

- ❖ The Head of Faculty will be an exceptional teacher and inspirational leader, manager and team player, able to communicate a clear vision for the development of maths teaching and learning in the College, inspiring pupils, parents and staff, contributing substantively to the strategic direction of the College curriculum and teaching and learning.
- ❖ He, or she, will pursue ambitious targets for the educational performance of the faculty, ensuring rigorous monitoring, evaluation and review of progress for staff and pupils according to the policies of the College.
- ❖ The Head of Maths will be committed to enhancing the maths curriculum and programme through educational experiences inside and outside the classroom.
- ❖ As part of their leadership responsibility, the Head of Maths has a cross-phase and cross-curricular leadership role in the planning and delivery of numeracy programmes.
- ❖ The Head of Faculty (Maths) will be a House Mentor (form tutor) and deliver a programme of personal and social education and support to pupils in the form group. He, or she, will actively participate in the school's activities programme.
- ❖ As a member of the leadership of the College, the Head of Faculty (Maths) will participate in duties before and after school and out of term time as required including attending meetings and events, and engaging effectively in the recruitment and appointment process for new staff in the faculty.

The post would suit a dynamic, ambitious and visionary teacher and leader, or aspiring leader, of strong moral purpose who is comfortable working in the exciting context of a family of schools and a larger College. We anticipate that such a person may be an outstanding teacher, second in faculty, head of department, assistant head of department or head of faculty in a state funded or independent secondary school

The Governors believe that the profile of suitable candidates may include experience in the state sector, the independent sector, or both.

### **The Challenge:**

The challenge for the new Head of Maths is to work at a strategic and operational level to ensure that all pupils in the secondary phase at Liverpool College make exceptional progress in their maths education. The Head of the Maths Faculty will build on the faculty's quality and track record of success to ensure that the faculty, its staff, curriculum, teaching and facilities serve as a beacon of best practice within the College as well as both locally and nationally.

### **The Opportunity:**

The College is able to offer the successful candidate:

- An exciting challenge and vision for the future;
- Committed and inspired colleagues and pupils;
- A supportive and determined leadership team;
- The opportunity to lead a popular and successful faculty with enthusiastic and committed pupils, parents and colleagues and a supportive and effective Governing Body;
- A serious and committed approach to professional development, INSET, including preparation for senior leadership;
- A school and faculty located in a 28 acre campus in a leafy suburb of Liverpool with an on-going programme of development and refurbishment.

### **The Process:**

Candidates should return the equality monitoring form and College application form together with a letter of application (addressed to the Principal) that outlines how their experience and ability prepares them to fulfil the requirements of the job description to Mrs Harley (HR Administrator) by 4pm on Wednesday 5 February 2020.

The selection process for shortlisted candidates will include interviews, written and teaching tasks, and will be held week commencing 10 February 2020.

**Visits:**

Candidates may wish to visit the school before the application deadline.

Informal visits will be taking place on:

- Thursday 30 January at 4pm
- Friday 31 January at 4pm

Please contact Mrs Harley (HR Administrator) at [lharley@liverpoolcollege.org.uk](mailto:lharley@liverpoolcollege.org.uk) or 0151 724 4000 ext: 3170 if you wish to attend on one of these dates.

## C. Job Description

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

### **Job Description** Head of Faculty: Maths

**Responsible for:** The quality of learning and teaching and progress made by pupils in the faculty. The curriculum provision of the faculty. Effective management of faculty resources.

**Reporting to:** Vice Principal (Teaching, Learning and Curriculum) and Assistant Principal: Senior Progress and Intervention

**Liaising with:** Vice Principal (MRAP), AP: Learning Data & Systems, AP: Senior Guidance, AP: Safeguarding & Inclusion, SENCO, Director of Finance and Operations, and other support staff, relevant external agencies

**Working Time:** Full Time (teaching approximately 37/50 lessons)

**Salary:** This post is graded on a three-point range within the Leadership Spine L9-L11 (current salary range £50,025 - £52,642)

**DBS:** Enhanced

#### **Leadership:**

- To build and direct a team of enthusiastic, committed and effective Maths teachers.
- To serve on and contribute actively to Head of Faculty meetings.
- To undertake monitoring, evaluation and review (MER) activities in the faculty as set out in the College's annual MER cycle.
- To chair faculty staff meetings.
- To be a positive role model, promoting teamwork and motivating staff to ensure high quality teaching and pupil progress.
- To promote high standards of practice across the faculty, ensuring the team implements school systems, policies and procedures consistently.
- To prepare, monitor and implement an annual improvement plan for the faculty that is focused on delivering the strategic goals and priorities of the College and ensures excellent outcomes for pupils.
- To build and maintain the positive profile of Maths in the College
- To lead and direct numeracy across the College.

### **Pupil Progress:**

- To ensure quality first teaching across the faculty.
- To be accountable for the overall performance of teaching groups within the faculty so that pupils achieve appropriate levels of progress.
- To ensure the use of robust assessment and meaningful and accurate data drive pupil progress.
- To implement and monitor effective intervention policies and practices in the faculty to improve progress for all pupils.
- To celebrate pupil success through website news contributions, newsletters, displays and contributions to assemblies.

### **Curriculum:**

- To provide a sequentially planned, inspiring, ambitious and inclusive curriculum that has clear end goals that are known and understood by all stakeholders.
- To develop and implement schemes of work in the faculty, with appropriate pedagogy and best practice, incorporating cross curricular strands.
- To liaise with and support the maths strand coordinator in the Primary Phase to ensure that the maths curriculum across the College is sequentially planned and structured with precision to build on pupils' prior learning.
- To enhance the faculty curriculum and programme through educational experiences inside and outside the classroom.
- To promote careers in the Faculty subject area and develop the provision of careers guidance within the curriculum area. To assist with aspects of university entrance relevant to the faculty.

### **Operations and Staffing:**

- To appraise teaching staff in the faculty.
- To recommend changes and additions in staffing in the faculty to the Vice Principal and to assist the Principal in the recruitment of staff.
- To ensure the effective deployment of teaching staff in the faculty.
- To ensure all teaching groups in the faculty have appropriate work set in the event of staff absence.
- To effectively manage faculty resources, achieving best value and high-quality outcomes, linked to school improvement and improving pupil progress.
- To ensure the learning environments in the faculty challenge and stimulate learners and are fully compliant with all Health and Safety requirements.
- To liaise with the Examinations Manager to manage exam entries and requirements for the faculty.

- To promote the faculty at Open Events and through other recruitment activities.

***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 state maintained independent school, and to encourage colleagues and students to follow this example.***

#### **General Duties:**

- To follow the guidelines of the staff handbook.
- To support the College and its leadership.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***

**January 2020**

## Person Specification

E-Essential D - Desirable

<b>A. Qualifications and Training</b>		<b>Assessed in:</b>
1.	Qualified Teacher Status.* (E)	Application
2.	Evidence of recent and relevant continuous professional development. (E)	Application, interview process

\* Shortlisted candidates will be expected to bring original certificates to interview for checking.

<b>B. Experience</b>		<b>Assessed in:</b>
1.	Successful teaching and curriculum leadership in the maintained or independent sector (E).	Application, interview process
2.	A proven track record of successful leadership in a maths department/faculty. (D) Successful experience as an Assistant Principal, Head of Department/Faculty, Assistant Head of Department/Faculty (D)	Application, interview process
3.	Successful classroom experience across the 11-18 range, with supporting data demonstrating pupil progress against targets at all levels. (E)	Application, interview process
4.	Experience of the design, management and evaluation of intervention strategies that were effective in raising attainment and progress in individuals or groups of pupils. (D)	Application, interview process
5.	Demonstrable evidence of effective working in partnership with: colleagues, parents and guardians, other professionals and the local community. (D)	Application, interview process
6.	A proven record of loyal, positive, and effective membership of a team (E)	Application, interview process

<b>C. Educational philosophy</b>		<b>Assessed in:</b>
Be able to demonstrate:		
1.	That their educational philosophy aligns with the ethos of Liverpool College (E)	Application, interview process

2.	Able to contribute to development and implementation of the Lerpoolian Learner framework. (E)	Interview
3.	Promotion of school ethos, including participation and/ or coordination of extracurricular and whole school activities. (E)	Application, interview process

<b>D. Professional knowledge and skills</b>		<b>Assessed in:</b>
1.	Demonstrate excellent classroom practice in both formal and informal observations. (E)	Application, interview process
2.	The ability to teach Maths at Key Stage 5. (E)	Application, interview process
3.	The ability to effectively use performance data to evaluate and enhance learning and teaching, intervention strategies and improvement planning. (E)	Application, interview process
4.	Knowledge and/or experience of the Maths Mastery approach. (D)	Application, interview process
5.	Knowledge of Ofsted inspection frameworks and the strategies for faculty self-evaluation and how these can be used to enhance practice and improvement planning. (E)	Interview process
6.	The ability to demonstrate understanding of whole school and faculty based priorities and the need to promote an appropriate, corporate balance of these in decision making. (D)	Application, interview process
7.	Knowledge and comprehensive understanding of the requirements for effective safeguarding of children and a commitment to safeguarding and promoting the welfare of children. (E)	Application, interview process
8.	Knowledge of school management information system eg. SIMS (D)	Application, Interview process

<b>E. Personal skills</b>		<b>Assessed in:</b>
<b>Be able to:</b>		
1.	Lead a team: <ul style="list-style-type: none"> <li>that respects all those involved</li> </ul>	Interview process

	<ul style="list-style-type: none"> <li>• that demands high standards of pupils and themselves</li> <li>• where individuals take personal responsibility and identify actions that might lead to enhancement</li> <li>• that uses ICT effectively when this is appropriate</li> <li>• where individuals seek support when necessary and without fear. (E)</li> </ul>	
2.	<p>Demonstrate that they:</p> <ul style="list-style-type: none"> <li>• seek advice and support where necessary</li> <li>• think decisively and plan strategically</li> <li>• work under pressure and to deadlines. (E)</li> </ul>	Interview process
3.	<p>Manage a budget, achieving best value and high quality outcomes, linked to school improvement and raising standards. (E)</p>	Interview process
4.	<p>Communicate effectively at all levels in written and oral contexts and with a diversity of audiences. (E)</p>	Application, interview process
5.	<p>Demonstrate the ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance. (E)</p>	Interview process
6.	<p>Successfully coach others to enhance classroom practice. (E)</p>	Interview process

<b>F. Attributes and competences</b>	
<p><b>Be able to demonstrate:</b></p> <ol style="list-style-type: none"> <li>1. courage and conviction</li> <li>2. positive and energetic attitude</li> <li>3. enduring resilience</li> <li>4. community engagement</li> <li>5. open and connected leadership</li> <li>6. consistency and accountability</li> <li>7. leading and learning innovation</li> <li>8. purposeful and responsive influencing</li> <li>9. filtering, judging and acting.</li> </ol>	<p>These attributes and competences will be assessed holistically in the context of the other aspects of the person specification.</p>

**This post is subject to an Enhanced Disclosure & Barring Service (DBS) check.**

## **D. How to apply**

**Please send your completed application to:**

Mrs L Harley  
HR Administrator  
Liverpool College  
Queens Drive  
Liverpool  
LI8 8BG

**or email it to:**

[vacancies@liverpoolcollege.org.uk](mailto:vacancies@liverpoolcollege.org.uk)

**Closing Date:**

4pm, Wednesday 5 February 2020

**Interviews:**

Week commencing 10 February 2020

**References will be sought when we shortlist.**