



# **RATHMORE GRAMMAR SCHOOL**

## **Head of Mathematics**

(Permanent, Full Time)

Commencing November 2025

### **SCHOOL PROFILE**

Rathmore Grammar School, a Catholic, co-educational, voluntary grammar school, situated on the southern side of Belfast, was opened in 1953 by the Religious of the Sacred Heart of Mary. It inherits the rich tradition of a Congregation engaged in education for one hundred and fifty years. It has 78 teaching staff and 1260 pupils and has excellent accommodation and facilities for this enrolment.

Rathmore, with its highly qualified and caring staff, seeks to foster academic excellence while meeting the individual needs of pupils within a well-structured and fully supportive pastoral care system. All pupils are encouraged to develop their gifts and to become self-assured, articulate and responsible members of society. The ethos of the school is Catholic, with a strong emphasis on the spiritual and moral formation of pupils. Pupils are encouraged to mature as fully committed Christian adults, prepared to respect the beliefs and traditions of others and to bring to society the values of the Gospel. Rathmore endeavours to create a friendly, caring atmosphere where pupils feel at home. It recognises the special role of parents in the education of young people and welcomes close contact with them. The school operates a Child Protection Policy to which all staff must subscribe.

There are generally 180 pupils in each year group. In Years 8 to 10 they are divided into classes of 20 for practical and 30 for non-practical subjects while throughout the school they are divided into tutor groups of approximately 20. Tutors have responsibility for the overall development and welfare of the pupils in their group whom they meet each morning, once a week for a Year Assembly, under the direction of the Head of Year, and four times a week for a tutor period during which a programme designed to meet the needs of the particular year group is followed.

### **MATHEMATICS**

Mathematics is taught by ten specialist teachers under the direction of the Head of Department.

At GCSE the CCEA specifications are followed. Pupils are selected, based on their performance at Key Stage 3, to study Further Mathematics at GCSE. These pupils will normally sit GCSE Mathematics at the end of Year 11 and Further Mathematics at the end of Year 12. Pupils studying only Mathematics will sit one unit at the end of Year 11 and one or two units at the end of Year 12.

Mathematics and Further Mathematics are offered as options at A-Level where the CCEA specifications are followed. Currently there are five groups in both Lower and Upper Sixth Mathematics and one group in both Lower and Upper Sixth Further Mathematics.

## **Job Profile**

The person appointed will be expected to develop a strategic vision for the future development of the department. The Head of Mathematics has overall responsibility for the organisation and teaching of Mathematics in the school, in line with the curriculum policy which reflects the school's Mission Statement.

The responsibilities of the Head of Mathematics are in addition to teaching and pastoral duties and may be amended by the Principal to reflect the changing needs of the school. They include:

### **CURRICULUM**

- in consultation with the Principal, Vice Principal (Curriculum), the SLT link teacher, drawing up and keeping under review a policy statement for the department;
- ensuring that the department keeps up-to-date with new thinking and developments in the teaching of Mathematics;
- embraces the development of e-learning including the development and use of New Technologies;
- creating a well designed curriculum for Mathematics which is consistent with the curricular objectives of the school and through which productive learning and teaching takes place;
- drawing up yearly schemes of work for all classes including continuous assessments;
- coordinating and monitoring the implementation of department policy, programmes of study and schemes of work;
- planning and coordinating educational visits and special activities in connection with the teaching of Mathematics;
- creating and developing a shared vision for the department;
- creating a vibrant learning atmosphere in the department through the encouragement of an interactive approach in lessons and the sharing of best practice among colleagues;
- actively take advantage of opportunities for CPD with a view to managing personal development on an ongoing basis;
- holding regular departmental meetings and ensuring that they have an agenda and that the minutes are shared, within a week, with departmental colleagues, the SLT link teacher and the Vice Principal (Curriculum);
- representing the interests and needs of the department in meetings with the Principal and senior colleagues;
- when requested, assisting the Principal in the recruitment of teaching staff for the department;
- attending meetings of Heads of Department.

### **PUPILS**

- creating a secure learning environment within which all pupils can achieve their potential;
- overseeing all internal assessments and examinations and all teacher assessed components of external examinations in the subject;
- monitoring and evaluating results in both internal and external examinations;

- ensuring internal assessment is effective and used to encourage independent learning and to provide opportunities for self review;
- monitoring the progress of pupils within the department, including pupils with special educational needs and/or disabilities enabling all pupils to reach their potential;
- providing opportunities for pupils of all abilities to be stretched and challenged;
- ensuring that pupils are given opportunities to participate in projects and competitions, both internal and external;
- ensuring that classrooms provide an environment conducive to learning and that relevant and interesting displays, including samples of pupils' work, are mounted on a regular basis.

## **DEPARTMENTAL SELF EVALUATION**

- establishing the process of the setting of yearly subject and pupil targets within the department and working towards their achievement;
- contributing to the school's procedures for lesson observation and the monitoring of pupil work within the department;
- monitoring and evaluating the work of the department in line with agreed school procedures including the analysis of subject and pupil performance data and tracking of pupil performance;
- identifying appropriate areas for action arising from data and tracking systems and reports, implementing appropriate strategies for improvement within all areas of the Mathematics department;
- using these strategies to establish common standards of practice within the department to include developing a range of effective learning and teaching styles and appropriate intervention actions for underachieving pupils and developing resources to support these strategies.

## **RESOURCES**

- ensuring that the teaching of the subject is supported by an adequate supply of appropriate resources, including a Departmental Handbook;
- in consultation with the Bursar, compiling an annual requisition and organising an efficient system for the acquisition, distribution, use and maintenance of such resources;
- in consultation with the Librarian, promoting the building up of resources for the department in the school library;
- ensuring that classrooms provide an environment conducive to learning and that relevant and interesting displays, including samples of pupils' work, are mounted on a regular basis.

## **GENERAL**

- as Tutor, under the direction of the Head of Year, working as one of a team of tutors in a particular year group in assuming responsibility for the overall development and welfare of about 20 pupils; carrying out routine administrative duties and pastoral duties which include the delivery of the pastoral programme designed for the particular year group;
- contributing positively to the ethos of the school and to the building up of the school community;
- contributing where appropriate to other areas of the curriculum and to extracurricular activities;

- any other duties appropriate to the post and the level of management as may reasonably be assigned from time to time.

All activities in the Department are exercised under the authority and direction of the Principal and are subject to his approval.

Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 apply to the post. Salary will be in accordance with the relevant statutory regulations regarding Teachers' Salaries and the school's Salary Policy. The post carries three responsibility/management point.

## PERSON SPECIFICATION

The Governors are seeking to appoint a suitably qualified Mathematics specialist who is fully committed to the aims and objectives of the school as outlined in its Mission Statement.

**The successful discharge of the post will require prospective candidates to demonstrate on the application form and, if shortlisted, at interview the knowledge, skills, abilities or behaviours to fulfil the following criteria:**

### QUALIFICATIONS

#### Essential Criteria:

- A teaching qualification, recognised by the Department of Education for Northern Ireland, which has prepared the applicant to teach Mathematics to A-Level standard in a Post Primary school;
- An Honours Degree (minimum 2:2) or higher in Mathematics or a related degree.

#### Desirable Criteria:

- An Honours Degree (minimum 2:1) or higher in Mathematics or a related degree;
- A good GCE profile.

### EXPERIENCE

#### Essential Criteria:

- Initial teacher training geared to the teaching of Mathematics or experience of teaching Mathematics to A-Level in a Post Primary School;
- A minimum of 5 years' experience teaching Mathematics to A-Level;
- A recent proven track record in teaching with a full range of GCSE, AS and A2 results (please include some benchmarked data of your personal results).

#### Desirable Criteria:

- Ability and/or experience to teach an additional subject to at least GCSE level;
- Examining and moderation experience in the CCEA GCE Mathematics / Further Mathematics specifications.

## KNOWLEDGE

- Knowledge of Northern Ireland Post Primary Curriculum;
- Display an understanding of Post Primary school pupils and their needs;
- Knowledge of Child Protection issues for Post Primary aged pupils.

## SKILLS

### **Communication skills**

- High level written / oral communication / presentation skills;
- Positive impact on others – energising/charismatic.

### **Organisational skills**

- Methodical approach to organisation of tasks;
- Ability to plan, prioritise and schedule effectively;
- Ability to motivate pupils and involve them in accomplishment of tasks.

### **Interpersonal skills**

- Ability to value contribution of pupils and colleagues;
- Ability to perceive needs and concerns from differing viewpoints;
- Ability to manage sensitive matters effectively.

### **ICT skills**

- Ability to use IT to enhance learning and teaching.

## PERSONAL QUALITIES

- Loyalty and commitment to the ethos and aims of Rathmore Grammar School;
- Commitment to the pastoral dimension of school life;
- Enthusiasm for teaching;
- Child centred approach;
- Breadth of vision;
- Flexibility;
- Reliability;
- Loyal, co-operative and enthusiastic team member;
- Ability to use initiative;
- Confidentiality.

## OTHER REQUIREMENTS

- Willingness to contribute to extra-curricular activities relating to Mathematics;
- Willingness to be involved in the extra-curricular life of the school.

## Notice to Candidates

Please note that the criteria may be enhanced to facilitate shortlisting and that preference may be given to candidates who are best qualified for the post in terms of their experience of teaching Mathematics to A-Level and an additional subject to at least GCSE.

### Please note:

- Applications should be word processed with font size no smaller than 11.
- No additional information pages or CVs will be accepted.
- Only information on the application form will be taken into account in the shortlisting process.

### Applications

The Application Form must not be changed from the format provided to you. Additional pages will not be considered.

**CLOSING DATE FOR APPLICATIONS:**  
**4.00 pm on Wednesday 24 September 2025**

Completed Application forms and Monitoring Forms should be e-mailed to [Imcallister024@c2kni.net](mailto:Imcallister024@c2kni.net) or sent by post to The Principal, Rathmore Grammar School, Kingsway, Dunmurry, Belfast BT10 0LF.

**Receipt of application forms submitted by email will be acknowledged by return email. Should any applicant not receive confirmation of their application having been received, the onus is on the applicant to contact the School to ensure application has been received by the closing date and time.**

**Applicants who submit forms electronically will be asked to sign their application if invited for interview.**

Please note that, if shortlisted, interviews will be held  
as soon as possible thereafter. Candidates will be informed by email.