



The Salesian Academy of
**St. John
Bosco**

RECRUITMENT PACK

Associate Assistant Headteacher -
Mathematics Specialist

Enabling schools, aspiration, and faith to
flourish by: **Uplifting Hearts, Inspiring Minds**



Pope Francis
Catholic Multi Academy Trust

Welcome from the CEO



Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

What We Can Offer

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

CEO
Pope Francis CMAT



Welcome from the Headteacher



Dear Candidate,

As the Headteacher of The Salesian Academy of St John Bosco, I am delighted that you are interested in joining our school.

At our academy we have a clear and inspiring vision: to be a school defined by our faith and the strength of our Salesian and Catholic values, becoming the number one choice for families in our community. This ambition is supported by the strong partnership between Pope Francis Catholic Multi Academy Trust and the Salesians.

In the spirit of St John Bosco, we are committed to ensuring that every pupil knows they are valued and loved. Our aim is to provide an education that nurtures their diverse talents, promotes both academic and personal excellence, supports health and wellbeing, and empowers them to make meaningful contributions to society.

As our school continues to grow, we are expanding our Senior Leadership Team and are seeking to appoint an Associate Assistant Headteacher – Mathematics Specialist. Rooted in our Salesian ethos and commitment to the holistic development of every young person, this role will support the ongoing development of high-quality curriculum delivery in Mathematics and foundational numeracy and across other subject areas. The successful candidate will work closely with colleagues to strengthen teaching pedagogy and classroom practice, fostering a culture of professional collaboration and continuous improvement. Through this work, they will play an important role in ensuring that all pupils are supported to achieve their full potential, raising standards of progress and achievement while nurturing the gifts and talents of every learner.

We are also excited about our planned move to a new school building in November 2026, which will provide an inspiring and modern environment for both staff and pupils.

If you believe you possess the qualities, skills and experience we are seeking – along with the enthusiasm, knowledge and resilience to help shape the future of our school – I very much look forward to receiving your application.

Tours of the school and/or conversation with the Headteacher are welcome. Please contact Mrs Deegan on 0151 521 3088 or b.deegan@sjb.pfcmat.org

Thank you for considering this opportunity

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sue Bourgade', with a stylized, cursive script.

Sue Bourgade
Headteacher
The Salesian Academy of St. John Bosco

NB: we reserve the right to close the vacancy should an appropriate candidate apply.

Why Choose Our School?



The Salesian Academy of
**St. John
Bosco**

Our School Mission

Our Mission at The Salesian Academy of St. John Bosco is to be a Catholic School that seeks to appreciate and develop the talent and skills of each individual.

Our School Vision and Values

We aim to instil the Salesian values of Respect, Understanding, Affection and Humour RUAH. These four values underpin every aspect of our school life and together spell out the Hebrew word for 'breath of life' or 'spirit'. These values must be evident in our orderly and settled environment where we insist on the highest standards of politeness, behaviour and appearance.



Young people not only need to be loved, they need to know that they are loved."

This is one of Don Bosco's, founder in 1859 of the congregation of Salesian Priests and Brothers, most important statements about working with young people.

St John Bosco has a special place in the life of the Catholic Church, not only as a saint but also as a visionary educator. He sought to bring the love of God to young people, many poor and without work or education, so that they would know they were valued and rich in potential.

And so, in this increasingly secular world we find ourselves in, we are proud to be part of a worldwide Catholic Salesian community that has the young people 'our future' at the heart of its Mission and Vision.



Proud to be part of

Pope Francis
Catholic Multi Academy Trust

Application Process



How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- CES Application Form
- CES Consent to Obtain References CES
- Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Covering letter stating how your skills and experience meet the job description and person specification.

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B.Deegan at b.deegan@sjb.pfcmat.org. If you have any feedback on the application process, and how we can make it more accessible, please let us know at info@pfcmat.org. Pope Francis Catholic MAT and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. **Please see [link to our school's Child Protection Policy here.](#)**



Job Advert



**Post Title: Associate Assistant Headteacher -
Mathematics Specialist.**

Pay Scale: Leadership L10-L12 £64,691 - £ 67,898

Contract: Permanent

Start date: September 2026 or sooner

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

Our Values:

Unity – working together for excellence.

Excellence – to strive to be the best.

Love – respect and care for others and treat them as you want to be treated.

Service - following the teachings of Christ to become valued members of our communities.

If you are multi-skilled, have a 'can-do' attitude and you are looking for a new challenge then this is the role for you. The role will be both challenging and rewarding.

Tours of the School are available on request, please contact Mrs B. Deegan on b.deegan@sjb.pfcmat.org to arrange.

[Please see link to our school's Child Protection Policy here](#)

Closing Date: Monday 13th April 2026, 9.00am

**Interviews will be held the week
commencing Monday 13th April 2026**

Job Description



Post Title: Associate Assistant Headteacher - Mathematics Specialist

Pay Scale: Leadership L10-L12 £64,691 - £ 67,898

Contract: Permanent
Start date: September 2026 or sooner

Main Areas of Responsibility:-

- To act as an Associate Assistant Headteacher- Mathematics Specialist, supporting and collaborating with the head of mathematics to drive the continued development of high-quality curriculum delivery within the mathematics department and across the wider school through coaching, collaboration and sharing of best practice.
- To lead the development of foundational numeracy across the school, ensuring numeracy is effectively embedded across the curriculum.
- Under the reasonable direction of the Headteacher, carry out the professional duties of an academy teacher as set out in the current academy Teachers' Pay and Conditions Document (STPCD).

Liaising with: Headteacher, senior leadership team, managers, teaching and support staff, Governing Body, Trust Leaders, LA representatives, external agencies, parents and members of the community and the Archdiocese.

Working Time: Full time as specified within the STPCD

DBS Disclosure Level: Enhanced

At The Salesian Academy of St John Bosco we expect all leaders to be fully committed to:

- Play a full part in the life of the academy community, supporting its distinctive mission and Catholic and Salesian ethos and encouraging staff and pupils to follow this example.
- Support the academy in meeting its requirements for collective worship and liturgy.
- The inclusive values and ethos of The Salesian Academy of St John Bosco.
- Working as a mutually supporting team, sharing responsibility, successes and challenges.
- Exercising positive leadership and creating a shared vision of the purpose and future development of the academy that reflects our ethos and aims.
- Maintaining high personal and professional standards in all aspects of academy life.
- A consultative and participative approach to leadership and management.
- Being forward looking and anticipating change.
- Responsibility for their own professional and leadership development.
- Being visible at the beginning, during and at the end of the day, specifically at key strategic areas.
- Treating people fairly, equitably, and with dignity and respect to create and maintain a positive academy culture.
- Contribute to achieving and sustaining a safe, well-ordered and stimulating environment where children know, understand and display exemplary learning and social behaviours.
- Where necessary investigating behaviour issues ensuring fair and transparent consequences that are shared appropriately.
- Setting a good example in terms of dress, punctuality and attendance.
- Taking on any additional responsibilities which might from time to time be agreed with the Headteacher.
- Attending and participating in open evenings and school events.



- Building strong links with parents and carers.
- Upholding the academy's behaviour code and uniform regulations.
- Participating in and, where appropriate, lead staff training.
- Attending and where appropriate leading team, SLT and staff meetings.
- Develop strong links with governors, LA support teams, outside agencies, Pope Francis Multi Academy Trust and neighbouring academies and schools.
- Take appropriate responsibility for your own health, safety and welfare.

Key Responsibilities:

The Associate Assistant Headteacher- Mathematics Specialist is expected to:

- Act as Associate Assistant Headteacher – Mathematics Specialist, supporting the strategic development of high-quality teaching and curriculum delivery within the Mathematics Department leading to rapid improvement in mathematics outcomes for all pupils.
- Drive the improvement of foundational numeracy across the school, ensuring numeracy is consistently and effectively embedded across all subject areas, leading to a culture of Numeracy is everyone's responsibility.
- Act as Associate Assistant Headteacher, supporting the strategic development of high-quality teaching and curriculum delivery across the wider school.
- Support the development and implementation of effective teaching and learning strategies through coaching, collaboration, and sharing of best practices.
- Model outstanding classroom practice and maintain a clear focus on delivering high-quality teaching and learning for all pupils.
- Work collaboratively with middle and senior leaders to support whole-school improvement priorities, particularly in relation to teaching, learning, and numeracy.
- Act as a senior leadership link for a designated year group, providing strategic oversight and support to the pastoral leader to promote high standards of behaviour, wellbeing, attendance, and pupil outcomes.
- Support and challenge the pastoral leader in implementing effective pastoral systems and interventions, contributing to a positive and inclusive school culture.
- Research, evaluate, and promote innovative curricular and pedagogical approaches, using educational research and external evidence to inform practice.
- Alongside the Curriculum Leader for Mathematics, develop high-quality teaching materials and support the design of an ambitious and coherent Mathematics curriculum across all key stages.
- Use internal and external performance data to evaluate pupil progress and attainment, and to inform targeted interventions and improvement strategies.
- Coach and support teachers, including underperforming staff, to improve classroom practice and pupil outcomes.
- Contribute to the design and delivery of focused, measurable CPD that strengthens teaching practice across the school.

Job Description Continued



- Alongside the Curriculum Leader for Mathematics, monitor, review, and evaluate the quality of teaching and learning in Mathematics and, where appropriate, across other subjects to support school improvement.
- Undertake a teaching timetable within subject specialism in line with the needs of the school.
- Facilitate and participate in lesson observations, providing constructive feedback and sharing effective practice.
- Lead the development of enrichment opportunities in Mathematics and Numeracy to deepen learning and challenge the most able pupils, fostering a love of mathematics.
- Promote and develop strategies that embed independent learning and resilience in pupils.
- Deliver demonstration lessons and model innovative and highly effective pedagogical approaches.

The Pope Francis Catholic Multi-Academy Trust and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Please see link to our school's [Child Protection Policy here](#).

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

NB: we reserve the right to close the vacancy should an appropriate candidate apply.

Person Specification



Applicants must meet all of the essential requirements for this post.

Catholic Dimension	Essential	Desirable	Application/ Interview
Understanding of the distinctive nature of Catholic schools	✓		A / I
Strong support for our ethos and values as a Salesian Academy	✓		A / I

Safeguarding	Essential	Desirable	Application/ Interview
Understanding and commitment to pupil welfare and safeguarding	✓		A / I

Qualifications and Training	Essential	Desirable	Application/ Interview
Degree in Mathematics or related subject	✓		A
Qualified Teacher Status (QTS)	✓		A
Relevant professional development	✓		A / I
Leadership qualification (e.g. NPQ)		✓	A / I

Experience	Essential	Desirable	Application/ Interview
Outstanding classroom practice and pupil outcomes	✓		A / I
Improving outcomes in Mathematics	✓		A / I
Whole-school improvement experience	✓		A / I
Coaching and developing staff	✓		A / I
Using data to inform interventions	✓		A / I
Designing/delivering CPD	✓		A / I
Leadership/management experience		✓	A / I

Job Related Skills and Knowledge	Essential	Desirable	Application/ Interview
Strong subject knowledge in Mathematics	✓		A / I
Understanding of effective teaching and curriculum design	✓		A / I
Ability to embed numeracy across curriculum	✓		A / I
Data analysis to drive improvement	✓		A / I
Coaching and staff development	✓		A / I
Designing CPD	✓		A / I
Monitoring and evaluating teaching and learning	✓		A / I
Whole-school leadership contribution	✓		A / I

Person Specification Cont.



Applicants must meet all of the essential requirements for this post.

Personal Qualities	Essential	Desirable	Application/ Interview
Excellent communication skills	✓		A/I
Collaborative and team-oriented	✓		A/I
Reflective and committed to improvement	✓		I
High expectations and professionalism	✓		A/I
Resilient and adaptable	✓		A/I

Other	Essential	Desirable	Application/ Interview
Willingness to teach within subject specialism	✓		A/I
Commitment to wider school life	✓		A/I

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.



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