



# HEAD OF MATHEMATICS

## INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-7

NOTRE  
DAME  
SCHOOL



# The School



Notre Dame School is a highly successful independent girls' school set in 17 acres of beautiful parkland in Cobham. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education. The school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life.

The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, professional quality theatre

seating over 350. The school has recently opened new all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

## Heritage and Ethos

The School has a long spiritual and philosophical heritage. A Catholic School, but with an ecumenical attitude to those of other faiths, it was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17<sup>th</sup> century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking school, we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls and staff of all faiths and none.

## The Mathematics Department

The Mathematics Department at Notre Dame is a rigorous department which is proud of its academic success. The Head of Mathematics is supported by a Head of Key Stage 3 Mathematics and together promote high expectations of both staff and pupils.

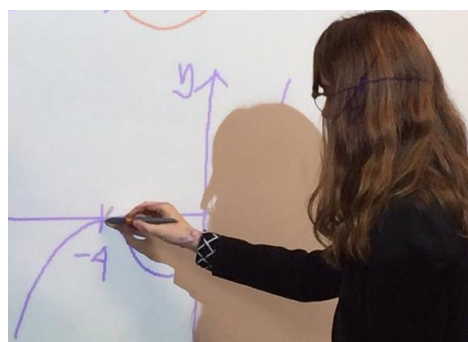
Key Stage 3 is based on the National Curriculum and lessons are designed to equip the pupils with the necessary skills for success at GCSE. In Year 7 the pupils are set according to their performance in the Notre Dame Entrance Examination, and the cohort is typically divided into four or five classes. Setting continues in Years 8 and 9 and flexibility exists to move girls at the end of each year, or more frequently should circumstances demand.

At GCSE all girls follow the AQA GCSE qualification, the majority of entries are at the Higher Tier. Last year 25% of all attainment in Mathematics GCSE was at grade 8 or 9 whilst 98% of pupils achieved a grade 4 or above. The department also offer Further Mathematics at GCSE to a small cohort of able mathematicians.

In the Sixth Form, pupils who opt to study A Level Mathematics follow the Edexcel Advanced Level Mathematics syllabus. Last year 80% of pupils achieved an A or A\* at A Level. Notre Dame also offers Further Mathematics and the pupils follow the Edexcel syllabus. Currently the department offers options in Mechanics and Decision Maths as part of the Further Mathematics course but this is flexible depending on the expertise of the department. Students can study AS Mathematics, A Level Mathematics, AS Further Mathematics or A level Further Mathematics. An increasing number of girls go on to read Mathematics or related degrees at university.

Notre Dame participates in the UK Schools Mathematics Challenges, Regional Mathematics Team Challenge and Mathematical Olympiads; there is a history of success in all of these competitions. In Year 8, pupils are selected to participate in the Royal Institute Masterclasses which are held at Surrey University.

In addition to their timetabled Mathematics lessons, the department offers two TLC sessions per week; these provide additional support for those students who may need further help. These are well attended and run by the Mathematics staff, with each member of the department expected to attend at least one per week. TLC sessions are also supported by Mathematics Prefects which are A Level students who have been chosen by the department to support and promote Mathematics across the school.



All the Mathematics classrooms are well resourced and all have a projector and interactive whiteboard.

# The Role

## Function of the Post

To provide professional leadership and management of the Mathematics Department promoting and developing its academic reputation within the school and securing high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.

## Main Accountabilities

- To establish a vision and development plans for the Mathematics Department in respect of pupils of all ages and abilities
- To establish, develop and implement policy and schemes of work for Mathematics in accordance with school policy, and taking into account the requirements of the national curriculum, examination specifications, recent inspection findings and research evidence
- To monitor and evaluate the effects of subject policies and plans, establishing clear targets for improving and sustaining pupil achievement
- To line manage the Head of Key Stage Three Mathematics and all Mathematics staff
- To contribute to whole school policy through Heads of Departments meetings
- To lead the teaching of Mathematics by example
- To set expectations for the work of all staff involved in the teaching of Mathematics and to take action to secure improvements where necessary
- To monitor and evaluate progress and achievements in Mathematics by all pupils, analysing data in line with school policies to ensure that all pupils are in the correct set for their ability
- To enhance the learning experience of pupils by arranging visits, lectures or other curriculum-enhancing activities as appropriate, and in accordance with school policies
- To keep up to date with all aspects of curriculum development
- To develop cross-curricular links as appropriate
- To develop effective working relationships with colleagues, learning support teachers, support staff, parents, senior managers and governors
- To provide induction and support for new staff
- To participate in the professional development and review of staff as required by school policy
- To lead professional development in the Mathematics Department
- To keep up to date with academic developments in the subject
- To participate in the deployment of staff involved in the teaching of the Mathematics as required
- To establish, maintain and develop appropriate resources for the teaching of Mathematics and the provision of a stimulating learning environment
- To ensure the effective and efficient management and organisation of learning resources including information technology
- To manage the financial resources allocated to the Mathematics Department effectively and efficiently
- To apply rules appertaining to the health and safety of those engaged in the work of the department and to ensure the safe storage of instruments and equipment.



## **Management**

- To line manage a large and experienced department.

## **Extra-Curricular**

- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Arrangement of enrichment opportunities across all key stages.

## **General Expectations**

- Set a good example to pupils they work with, in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

## **Health and Safety**

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

## **Data Protection**

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

## **Safeguarding**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## The Person

Notre Dame School seeks to appoint a Head of Mathematics with the energy and vision to take the department forward into its next stage of development and to build on the success of this established department. The successful applicant will be a strong leader and an outstanding classroom teacher with excellent communication and administration skills.

### Education/Qualities/Skills

- Good degree in Mathematics or related subject
- Qualified Teacher Status
- Experience of teaching Key Stages 3 – 5, including the ability to teach Further Mathematics
- Experience and ability to prepare pupils for Oxbridge entrance examinations and interviews
- Experience of organising extra-curricular mathematics events
- Up to date with professional developments in Mathematics and other aspects of education
- Excellent, efficient administrator

### Personal characteristics:

- The ability to inspire young people and to encourage them to engage with Mathematics both within and beyond the classroom
- A proven ability to lead and manage people to work towards a common goal
- A proven ability to work as a member of a team
- An ability to plan, organise and manage the department budget
- An ability to communicate effectively with all members of the school community
- An appreciation of the aims and ethos of the school



## Benefits of Service

**Working Hours:** Full Time as per contract of employment

### Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged
- There is ample opportunity to take on additional responsibility
- Generous non-contact allowance
- Large private office for the Head of Department
- Small class sizes
- Supportive and encouraging senior management

### Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the maintained sector
- Free on-site parking
- School Nurse on site

### For Recreation

- Free use of the School's leisure and sporting facilities, including a heated indoor pool and gym facilities
- Free lunch and refreshments are available throughout the working day

## Selection Process

Please complete an application form and an accompanying letter outlining the experience and personal qualities you believe qualify you for this post.

**Closing Date:** 9am on Monday 21 March 2018

**Interviews:** Friday 23 March 2018

All applicants will receive an email to confirm receipt of the application form. Shortlisted candidates will be interviewed by the Headmistress and other members of the Senior Leadership Team, teach a lesson and take a tour of the school.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, prohibition and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.



**Please send your completed application to:**

Human Resources Department  
Notre Dame School  
Burwood House  
Convent Lane  
Cobham  
Surrey KT11 1HA

Email: [HR@notredame.co.uk](mailto:HR@notredame.co.uk)

If you have any questions, please contact HR on 01932 589092.

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