Head of Maths

We require an enthusiastic and dynamic Head of Maths to lead this core subject at the School from September 2018. The post represents an excellent opportunity for an experienced teacher to share their expertise, love and passion for the subject, and teach lessons which inspire, engage and enthuse our pupils.

All members of the teaching staff are expected to assume a pastoral role within the School and to contribute to the School’s extra-curricular programmes.

In 2017 our Maths pass rate at A Level was 100% with 91% of our pupils achieving an A\*- B and at GCSE 98% of our pupils achieved a 9 - 4 pass with 55% at 6 or above.

For the right candidate, there is also the unique opportunity, to manage Mathematics across the entire school from 4 – 18, and, to employ a truly whole school Maths curriculum.

Salary is according to Wisbech Grammar School’s own scale.

**JOB DESCRIPTION**

TITLE: Head of Maths

DEPARTMENT: Maths

JOB PURPOSE: To teach Maths to A-level

RESPONSIBLE TO: Deputy Head - Academic

**Key Responsibilities and duties:**

While the following list is not intended to be exhaustive, it outlines the principal responsibilities of the successful applicant.

* Teach Maths to KS3 – 5 and provide support and guidance in the Teaching of Maths in the Prep School.
* Liaise with Deputy Head Academic on the allocation of pupils to groups/sets as appropriate;
* Leadership of the Maths department and staff
* Undertake professional Development reviews with team members and ensure their continual professional development as needed.
* Ensure there are SOW for the department
* Implement new curriculum developments and share good practise;
* Design, resource, evaluate and monitor the work of Maths for all pupils;
* Provide regular feedback and review meetings to monitor pupil progression;
* Meet and liaise with parents on pupil progression throughout the year;
* Disseminate material in relation to modern and appropriate thinking about the subject and teaching/learning methods;
* Oversee the production of internal examinations and schemes of assessment;
* Support the assessment processes with Marketing & Admissions of new and prospective pupils wishing to join the School;
* Undertake quality assurance checks of the delivery of Maths within the department to include observations and work scrutiny;
* Prepare pupils for competitive Maths challenge activities;
* Organise pupil trips;
* Lead regular department meetings producing minutes of these meetings;
* Distribute department minutes to the Senior Team and Pastoral Heads;
* Requisition books, equipment and materials required for the productive running of the Maths department;
* Check the resources and report any damage to equipment or teaching spaces;
* Responsible for the department budget;
* Attend INSET courses and encourage department members to do likewise;
* Attend academic forums and whole school meetings and feed back to department colleagues.

Wisbech Grammar School is committed to safeguarding and promoting the

welfare of children and young people and expects all its staff and volunteers to share this

commitment. The post holder must be willing to undergo child protection screening,

including reference checks with previous employers and a criminal record check with the

Disclosure and Barring Service (DBS).

**Person Specification**

Essential:

The successful candidate will:

* Have excellent verbal and written skills and the ability to communicate effectively and succinctly at all levels
* Show keen attention to detail
* Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team
* Have the ability to show initiative, think creatively and understand the importance of being proactive in a busy workplace environment
* Be prepared to take on responsibility and be fully accountable
* Have the ability to see matters from a whole school perspective and consider issues objectively
* Have an understanding of the ethos of the Wisbech Grammar School Foundation
* Be an ambassador for the School
* Have a high degree of emotional intelligence
* Have a robust sense of humour

Preferred:

The successful candidate will have:

* A good honours degree
* A teaching qualification
* Evidence of personal professional development and experience in suitable areas
* Knowledge, understanding of and experience in independent day or boarding schools

TERMS OF APPOINTMENT

Salary: Salary is according to the Wisbech Grammar School scale and will depend upon qualifications and experience.

Children of staff may receive a significant fee remission but will be required to sit the entrance exams before acceptance. This is at the discretion of the Governors of Wisbech Grammar School.

Probation: The position is subject to a twelve month probationary period.

**APPLICATIONS**

Applications must be submitted on a Wisbech Grammar School application form with a covering letter (no longer than one side of A4) addressed to the Headmaster, Mr Chris Staley. If you need to ask for more information, please email Tansy Castledine (Deputy Head Academic) TVCastledine@wisbechgrammar.com[.](mailto:MLForrest@wisbechgrammar.com) Your application can be supported by a CV however applications annotated “see attached cv” will not be considered.

Please e-mail your application to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com) or post your letter, and application form to:

Mrs Sue Simmons

Human Resources Manager

Wisbech Grammar School

47 North Brink

Wisbech

Cambridgeshire

PE13 1JX

**Closing date**: Applications must be received by Midday Wednesday 28 February 2018.

**Interviews**: These will be held during week commencing 5 March 2018.