



"An individual approach to academic success"

Maths Teacher

Part time





Dear Applicant,

Thank you for taking time to consider applying for the Maths Teacher position. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint for the Autumn Term 2018.

The successful candidate will be an inspiring role model with excellent classroom management and a passion for developing an environment in which girls can excel and thrive.

Manor House is a fantastic place in which to work. The girls are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students, we also have very supportive parents.

All teachers take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is enthusiastic, prepared to work hard and firmly committed to girls' independent education.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a wonderful environment in which to teach and share a passion for your subject, and I trust that you are encouraged to apply.

Ms Fantham
Headteacher



About Us

Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the girls who choose to learn here.

We are a selective independent school for girls aged 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Upper and Lower) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports pupils to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that girls leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our girls' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day to day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and girls, always makes Manor House School an unforgettable experience.



A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

Our Values

Our School maxim- “an individual approach to academic success” is brought to life in our aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen opposite, underpin our school motto

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and key stage 2 results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team

Manor House School employs over one hundred staff in varying roles all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. You will integrate into school life encouraged by your mentor and your work will be rewarding and meaningful.

With access to great support and facilities your teaching will help motivate and inspire our enthusiastic and intelligent girls who enjoy learning.

The non-teaching roles within Manor House School form a dynamic support team that maintains our consistent professionalism and aids our long term strategies for the future.

All members of staff are actively encouraged to seek continuous professional development.



Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our girls to achieve their very best. Hard work always produces results and academic success for each and every girl is at the top of our agenda. Good examination results open doors and change lives and Manor House School holds a very good reputation for excellent academic achievement. Our smaller setting creates an environment where each girl is able to receive appropriate measures of support and challenge from an individual teaching approach to achieve their personal best.

Our GCSE performance is consistently strong year on year with our individual top scholars achieving outstanding results. Lower down the School, a high percentage of our Prep girls achieve well above national expectations.

Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of our pupils.

We expect our employees to uphold our high standards of professional behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff are expected to adhere to them.



General Responsibilities

- If required, take pastoral responsibility for a tutor group in Key Stage 3 or 4.
- Take responsibility for the health, welfare and safety of pupils at all times.
- Be willing to take part in assemblies, attend staff briefings and meetings and preparation/Inset days.
- Attend parent/teacher evenings and whole school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff and using the school systems for managing behaviour.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague when required.
- Accept any reasonable responsibility delegated by the Headteacher.
- Participate in the wider community of Manor House School such as Heritage Day, Open Days and Bookham Village Festival.
- Contribute to the school's extra-curricular programme.

All Staff are expected to have read current policies and procedures.



The Department

With new schemes of learning in place which follow the Key Stage 3 National Strategy and linear GCSE specifications, the Mathematics Department at Manor House School aims to continuously improve our high standard of GCSE results.

All girls following our Higher Tier course take examinations at the end of Year 11. The success of the Department is reflected in the uptake of girls who choose to study Mathematics at A Level when they continue on to Sixth Form education.

Girls are placed in sets from the start of Year 7. This is reviewed regularly each term. Expectations are high and each girl is expected to achieve to the best of her ability. Emphasis is placed on the basics but also on making Mathematics fun to learn. The intention is to make strong academic demands on the girls but to further their interest and enthusiasm for the subject.

Investigatory and explorative approaches are encouraged in the learning of Mathematics together with a strong emphasis on the essential algebraic, numeric and geometric skills. In any lesson you may expect to find a mixture of teaching styles: teacher led discussions and tasks, small group investigations, practical activities, use of ICT and revision and consolidation exercises.

We also enter students for the United Kingdom Mathematics Challenges – a series of national challenges which stretch the mind and encourage lateral thinking. Mathematics is an important subject needed for adult life: our team of passionate and experienced staff ensures that each girl attains their best.

Job Description

The Role

Reporting to the Head of Maths, members of the maths department are accountable for pupil progress and development and must work together to ensure the provision of an appropriately balanced, relevant and differentiated curriculum for all which is exciting and far-reaching.

Key Responsibilities

Learning and Teaching

- Teach an appropriate lesson load, as appropriate to skills and qualifications
- Contribute to the development and delivery of Schemes of Work and associated curriculum materials
- Act on underachievement and provide intervention classes as appropriate
- Teach all exam classes and ensure excellent achievement at GCSE and inspire uptake on A 'level Mathematics
- Organise and oversee a Maths Club and revision classes if necessary
- Organise entries for the Prep and Intermediate Maths challenge
- Undertake professional development as agreed with school leaders
- Contribute to the organisation of key school events

School improvement and quality assurance

- Inspire and actively promote Mathematics throughout the school
- To work and improve the level of numeracy throughout the school with the other staff, including Prep (Upper and Lower)
- Ensure internal assessments and examinations are set and administered professionally
- Liaise with the HOD on matters relating to external examinations
- Undertake professional development as agreed with school leaders
- Assist with the development and upkeep of quality displays to promote a lively and stimulating environment to learn

School ethos

- Create and maintain a positive environment which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.
- Contribute to the extra-curricular programme offering at least one club per term.

- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

Pupil Support

- Work with individuals and small groups to deliver programmes to support learning, liaising with teachers and other staff as required
- Meet with parents as necessary

The main duties are listed above but some individual tasks which need to be undertaken may not have been identified fully and employees will be expected to comply with any reasonable request to undertake extra work from either the Headteacher or the Senior Leadership Team.

Person Specification

Qualifications	Essential	Desirable
QTS Status	✓	
Good degree in relevant subject	✓	
Current DBS (MHS will also conduct a DBS check)		✓
First Aid Trained		✓
Experience Skills & Knowledge	Essential	Desirable
Excellent Classroom practitioner	✓	
Excellent interpersonal and communication skills (written and oral)	✓	
Ability to command respect of students and staff	✓	
Ability to maintain and manage relationships with parents who have high expectations of the school	✓	
Sound understanding of secondary curriculum	✓	
Experience of using technology to enhance learning	✓	
A proven track record of successful teaching	✓	
Understanding of current good practice in teaching and learning	✓	
Record of continuing professional development	✓	
Ability to plan and implement strategies which impact to achieve outstanding pupil progress	✓	
Experience of working across different key stages	✓	
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	✓	
Initiative and enthusiasm	✓	
Hard working and resilient	✓	
Ability to maintain appropriate and supportive relationships with students and staff	✓	
Positive attitude to use of authority and maintaining very good standards of behaviour	✓	
Evidence of sharing in and contributing to the corporate life of the school	✓	
Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	✓	
Open-minded and receptive to new ideas, approaches and challenges	✓	
Excellent organisational skills	✓	
Competence in ICT	✓	
High expectations of self and others	✓	



Application Process

Please submit your application form via the TES site to ejrose@manorhouseschool.org

If you would like to write to the HR department, please contact them on:

HR Department
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN

If you have any further queries, please contact the HR department via the email above or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org



Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people which all staff share responsibility. We have an extensive policy on safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

