

Feltonfleet School

Maths Subject Leader

Required for **January or April 2018**

Maths Subject Leader

The advertisement in the TES is as follows;

A dynamic and inspirational teacher of Mathematics is sought to lead Maths teaching and learning at every level of this vibrant and forward looking prep school. In addition to this leadership and management role, the Head of Maths will teach Years 5 - 8, as well as Scholarship. You will join a team that is in excellent shape and is looking to raise standards even higher. A willingness to be involved in the wider school life is expected. A competitive salary package will be available for the chosen candidate.

Closing date: **9.00 am, Friday 13th October 2017**

Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding prep school located near the A3 in Cobham, Surrey. There are 400 pupils on roll, of which 80 are in the Pre-Prep, Calvi House. The School is set in 30 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

Mrs Shelley Lance succeeds Alastair Morrison as Head in January 2018, after a number of highly successful years as Deputy Head. There are 45 full-time teaching staff, and a large support team. Approximately 60 boys and girls are weekly or flexible boarders. We follow a Monday to Friday routine, with matches for prep school pupils on Saturday mornings.

Feltonfleet enjoyed a highly successful ISI Inspection in November 2012, and an outstanding judgement from ISI for our boarding provision in November 2015. All areas of the school have been refurbished and the Lower School classrooms (Years 3 and 4) were completely re-shaped in 2014. A state of the art Theatre and Dance Studio were opened in May 2015, transforming the front of the school.

The approach to teaching and learning at Feltonfleet is exciting and challenging, with an emphasis on growth mind-set. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

Staff are well supported through a Professional Development Review programme which encourages colleagues to seek appropriate courses. The School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the school is considerable.

Mathematics at Feltonfleet

The Mathematics Subject Leader leads a team of four Maths specialists in the Middle and Upper School (Years 5 – 8) and has wider responsibility for Mathematics throughout the whole School, including our Pre-prep, liaising with subject co-ordinators within the younger age range. There are currently four ability sets for Mathematics in each year group from Year 3 to Year 8.

The Subject Leader monitors teaching and learning in Mathematics across the whole school, devises the department annual development plan in close consultation with the Maths team, and administers a substantial annual budget. The successful candidate would be expected to play a full part in leading the management and development of Mathematics teaching across the whole school, setting the highest standards and innovating ways of developing and extending the effectiveness and success of Maths teaching at every level. This should include the external marketing of the School through our provision of outstanding Maths (eg linking with feeder and senior schools, running courses for teachers in the area, and aligning closely with associations such as IAPS and SATIPS).

The Mathematics team has forged a reputation for strong and effective teaching, and excellence in pupils reaching their potential, and attainment at Common Entrance is high. The role of Subject Leader for Mathematics can be challenging with the increasing demands of 11+ pre-tests, but is also a hugely rewarding role as leader of one of the most important subjects in the School. This is a superb opportunity for an ambitious and talented colleague eager to make a difference, and would appeal to an enthusiastic and able teacher with senior leadership ambitions in the prep school sector.

Job specification – Maths Subject Leader

The successful candidate will be a qualified teacher of Mathematics ready to move into a leadership role, or with existing experience of leading a flourishing Maths team in another school.

a. Accountable

- To the Assistant Head (*Teaching & Learning*)

b. Responsible

- For leading Mathematics across the school

c. Key areas of responsibility

- To play a pivotal role in leading and managing the Mathematics team, and to be an outstanding role model for colleagues
- To develop the Mathematics team with due regard to the school's policies and schemes of work, working closely with and co-ordinating the efforts of the subject team at every level
- To establish an annual strategic development plan for Maths which reflects the targets of the annual School Development Plan
- To plan and provide a stimulating, invigorating and motivating learning environment ensuring that the learning resources are well organised and accessible to staff and pupils, embracing pupils work on paper, display, in a digital format and in the general atmosphere created in the classroom
- To manage the Maths budget including resources for all pupils
- To use digital technology to assist lesson preparation, teaching and reporting, and administration. The School uses iSAMS, Firefly (VLE) and Google Docs and the Subject Leader would be expected to quickly get to know how these systems work and use them effectively.
- To maintain detailed records of pupils, liaising closely with the Assistant Head (*Teaching & Learning*), Heads of School, SENco, and other colleagues involved in the tracking and monitoring of pupils
- To work with the Head of Learning Enrichment (SENco) and the Assistant Head (*Teaching & Learning*) in identifying able or talented pupils and provide them with opportunities in and out of the classroom for extension and enrichment, and scholarship preparation
- To be aware of the new developments and advances in the teaching and direction of mathematics, and take an active interest in professional development
- To lead and facilitate staff training and development, both for Feltonfleet staff and for teachers in other schools, liaising with agencies such as IAPS and SATIPS
- To write reports and advise at parent-teacher consultations as required, and communicate effectively to parents about the progress of their child within mathematics
- To attend all meetings as directed, development sessions, and INSET, play an active role in the Subject Leaders and Faculty meetings, and lead regular subject team meetings

- To remain up-to-date in current curriculum development and professional practice by regular attendance at courses in consultation with the Deputy Head and Assistant Head (*Teaching & Learning*)
- To take part in collaborative decision making about issues relating to Maths as a full member of the Common Room
- To take part in the School's Training and Development programme and fully participate in monitoring and appraisal, accepting that it will act as a vehicle for self development
- To meet regularly with the Assistant Head (*Teaching & Learning*) and Heads of School, and advising the Head when appropriate
- To ensure the best possible practice
- To play a full part in the life of the school

d. Person specification

- An outstanding mathematician with strong leadership skills
- A proven and superb teacher of mathematics who will build on the many strengths and successes of the existing leadership and provision
- An excellent, inspirational and dynamic Maths Subject Leader who can generate instant respect, and who is eager to establish Maths as a prep school sector leader
- An imaginative and creative professional, and able to introduce new and varied ways of developing our provision for mathematics
- An exceptional, dynamic and committed leader who will inspire high levels of confidence in colleagues, pupils and parents
- A team player able to galvanise the staff teaching maths in every area of the school
- Committed to the busy day and weekly boarding ethos of the school
- An inspiring personality in and out of the classroom, and someone whose approach to teaching and learning is innovative and progressive, who makes learning fun, but who sets the highest standards, would enjoy working at Feltonfleet.

- A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues, and a real love of teaching the young is paramount. A can do, will do attitude will identify the successful candidate, and the rewards for a dynamic and enterprising teacher will be significant.
- An ambitious colleague keen to make a name in the prep school world.

We would be delighted to welcome applications from colleagues currently working in the maintained sector. However, understanding our high expectations, a commitment to working very hard, and clear evidence that you are going to get fully involved in the life of this excellent school is paramount. You need not have worked in a prep school before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education. You need to be in full sympathy with all that we are about.

General responsibilities for a teacher at Feltonfleet

- To promote high quality teaching and learning
- To ensure the classroom is an invigorating environment for effective learning, embracing pupils work on paper, display and in the general atmosphere created in the classroom
- To write termly academic reports, and monitor and evaluate pupils' learning,
- To develop open, easy and professional relationships with parents and colleagues
- To maintain and manage the physical resources in the learning area
- To undertake supervisory duties, attend assemblies, and school lunch
- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications
- To comply with Health and Safety and Safeguarding and Child Protection requirements
- To play a full part in the life of the School

Other areas of School life

All teachers appointed to Feltonfleet are expected to contribute fully to the extra-curricular and pastoral life of the School.

Pastoral care is a strong feature of Feltonfleet life, and there could be the opportunity to share in this responsibility, as a Form Tutor or Head of Year.

Wider School life - The School expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise clubs and society meetings, or take children on trips and residential expeditions.

Salary and support

The seven point salary structure is based on the maintained sector pay scales plus a Feltonfleet allowance. A teacher on point 7 of the seven point pay scale would currently earn £42,550. The Maths Subject Leader would be awarded M2 (currently £4,534) on the responsibility allowance scale.

The successful appointee will also be entitled to the following;

- The children of full time staff are educated at a reduced rate
- Use of a staff lap top
- Free school meals

This post offers an exciting opportunity to work in a well established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Applications

A brief letter of application, a completed and signed application form, and a full CV with details of two referees, should be addressed to the Headmaster, Alastair Morrison, as soon as possible.

The Headmaster would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted either at the School (01932 862264) or by email alastair.morrison@feltonfleet.co.uk.

Details of the post and application forms are available on the school web site - www.feltonfleet.co.uk - or from the Head's PA, Mrs Heidi Tripp hmpa@feltonfleet.co.uk – 01932 862264.

Deadline for Applications: **9.00am, Friday 13th October 2017**

Interviews will take place on **Thursday 19th October**.

Alastair G. Morrison
September 2017