



PENNTHORPE



APPLICATION PACK HEAD OF MATHS

Pennthorpe

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Dear Applicant,

We are delighted that you have shown an interest in the role of Head of Maths at Pennthorpe.

Our school is situated on the Surrey/Sussex border, with all the modern facilities you would expect. We offer places for children up to age 14 (Year 8) with an integrated Nursery (Honeypot) caring for children from 2 years.

Pennthorpe has a simple aim: to put children in an environment where they want to learn and can discover their strengths and passions. We are proud of our well-deserved reputation for academic excellence and we have an enviable record of top pass rates and scholarships to senior schools rewarding not just academic achievement but our pupils sporting, creative and all-round prowess! The reason for this is simple: our teachers pride themselves on finding the spark in each child; whether that is lit in the classroom; in the iMac design suite; on the sports field or in the fabulous woodlands that provide the setting for our Forest Schools programme.

We are looking for an inspirational, visionary and well qualified Head of Maths to share their passion of numbers with our children in KS2&3. Experience of working in the independent sector and delivering Common Entrance to Scholarship level with exuberance an advantage. The role requires patience, humour and a willingness to be fully immersed in a busy but exceptionally happy school environment.

The information in this application pack and on the school's website will support you in understanding the context of our school and our priorities.

If you would like to visit the school before applying for the post, please contact Mrs Victoria Chapple, my fabulous PA, on vchapple@pennthorpe.com or 01403 822391 ext 201 for further details or for a visit to the school.

Please note Pennthorpe 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 safer recruitment practices, including checks with past employers and an Enhanced Disclosure and Barring Service Check.

Please return your completed Application Form (no C.V's accepted), along with a supporting letter addressed to me, either by post to the school's address or by email to my PA's address above. Please check that we have the details of your two referees, one of whom should be your current or most recent employer.

Thank you for your interest in this position. I very much hope that you will consider making an application for this exciting opportunity.

Yours faithfully

Alexia Bolton MA

Headmistress

About Our School

Pennthorpe is a truly independent prep school located on a beautiful site of 20+ acres in the heart of the Sussex countryside, close to the Surrey border. With around 260 pupils from 2 to 13, Pennthorpe has a real family feel, with a relentless focus on learning and pastoral care being high on our priorities for every child.

The majority of our pupils continue with us until the end of Year 8 and sit Common Entrance at 13+ in addition to the increasingly common pre-testing process in Year 6. We have excellent relationships with a large number of independent senior schools, which enables us to support parents and children in finding the right school for each individual child and to prepare them in good time for any entrance testing.

Academic standards are high, with an impressive track record on Common Entrance results and the acquisition of scholarships in a wide range of subjects. Our pupils regularly win scholarships to senior schools such as Wellington, Brighton College, Hurstpierpoint College, Christ's Hospital, Cranleigh, Seaford and Box Hill to name a few.

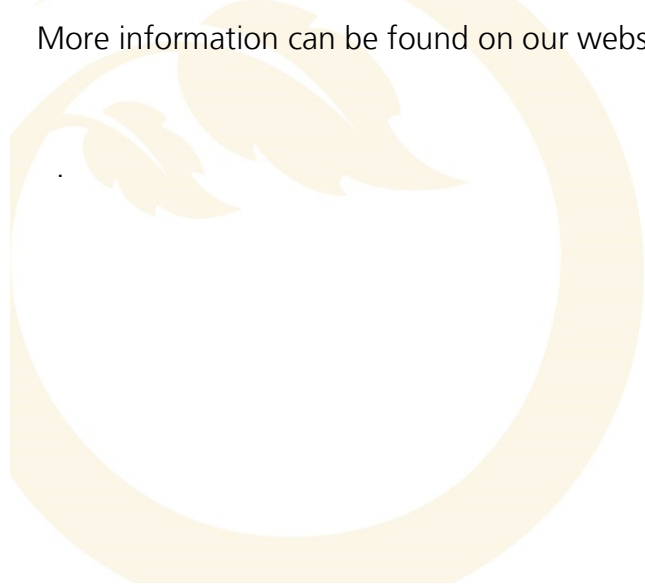
Children enjoy a broad and contemporary curriculum, delivered by a passionate and committed staff. We have two award winning rock choirs and an excellent chapel choir and our sports department achieves excellent results in a wide range of both girls' and boys' sports, and a number of our pupils play sport at County level. Pupils are encouraged to enjoy both their strengths and passions in a diverse range of arenas: sports, arts, academics or music and drama. The school runs an extensive Flexiday after school programme which our staff are actively encouraged to get involved with if they have appropriate skills to share as an after-school activity.

Our facilities are first rate: a full-size Sports Hall, a newly refurbished performing arts studio provides an excellent performance space for both the drama and music departments and a specialist art and design block incorporating a kiln, a design technology room, a 3D printer and a 21 station computer suite. Classrooms are modern and spacious creating a stimulating environment for both staff and pupils.

Pennthorpe's staff are sparky, innovative, fun and friendly, always looking for new ways to engage the children's interest in their subject. With a mentoring programme for every new member of staff and excellent career progression opportunities, all staff are encouraged to develop and extend themselves and to get involved in all aspects of life at Pennthorpe.

Pennthorpe operates its own salary scale, which is normally national rates plus 1%. A hot lunch or salad bar is provided during term time. Parking is available on site.

More information can be found on our website at www.pennthorpe.com



PENNTHORPE HEAD OF MATHS JOB DESCRIPTION



REPORTING LINES:

Post Holder:	To be filled
Reporting to:	The Deputy Head, Academic
Responsible for:	The Maths staff and other relevant staff within the department
Liaising with:	All staff
Hours:	1 year maternity cover, Full Time

WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity;
- To develop a strong long term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness;
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence;
- To assist parents and pupils in gaining their first choice of senior school;
- To empower and instil inner confidence and mutual respect;
- To value every child, identifying and developing each child's strengths and passions;
- To provide excellent care and guidance whilst encouraging independence;
- To inspire all to participate fully in the wider life of the school;
- To ensure all have an understanding of their place in the local and global community.

OPERATIONAL/STRATEGIC PLANNING:

- To develop and review Maths schemes of work, resources, assessment and teaching and learning strategies in the department;
- To oversee day-to-day management, control and operation of curriculum provision within the department, including effective deployment of staff and physical resources;
- To be responsible for the equipment belonging to the school including storage and maintenance to prolong useable lifespan.
- To actively monitor and follow up pupil progress;
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety;
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School;
- In conjunction with the Head of ICT to foster and oversee the application of ICT in the Department where possible;
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Bursar.

CURRICULUM AND ASSESSMENT:

- To liaise with the Deputy Head Academic to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Strategic Plan;
- To be accountable for the development, delivery and monitoring of the Department's curriculum;
- To develop Schemes of Work, plan and teach Maths across the school;
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology, staying at the cutting edge of the Maths curriculum and up to date with developments on law changes and new IAPS directives;
- To teach a timetable commensurate with the responsibilities of this and other roles;
- To ensure that School and departmental policy is adhered to with regard to assessment, recording and reporting to parents, including effective preparation;
- To ensure that progress in Maths is regularly assessed and recorded for use in reporting and monitoring in accordance with School and departmental policy;
- To monitor the performance of the department through self and pupil assessment, pupil and parental feedback, pupil achievements and match results;
- To highlight Individual needs and target pupils who are gifted and talented or in need of support;
- To provide opportunities for these pupils' needs to be met within the department and in accordance with the school's Individual Needs Policy.

STAFFING:

- To work with SMT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- To be responsible for the efficient and effective deployment of the Department's staff;
- To contribute to the performance review of staff within the designated department where required;
- In liaison with the Deputy head, Pastoral, make appropriate arrangements for cover when staff are absent, ensuring quality cover within the department, liaising with the relevant staff to secure appropriate cover;
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures;
- To promote teamwork and to motivate staff to ensure effective working relations;
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

QUALITY ASSURANCE:

- To establish the process of the setting of targets within the department and to work towards their achievement;
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles;
- To contribute to the school procedures for lesson observation;
- To seek/implement modification and improvement where required;
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Strategic Plan;

MARKETING AND COMMUNICATIONS:

- To communicate effectively with colleagues and parents to ensure positive partnership;
- To be responsible for Maths displays and noticeboards within the department and around the school;
- To celebrate the breadth of pupil achievements (in and out of school) through chapels, newsletters and the "At a Glance" magazine and to support the marketing department by providing content for press releases and advertising opportunities;
- In conjunction with the Deputy Head Pastoral, to organise and implement trips, outings and other activities to enhance the pupils experience of Maths;
- To develop links with the local community and support the marketing team by providing opportunities to invite other pupils and schools into Pennthorpe;

ADMINISTRATION:

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Strategic Plan;
- To ensure effective communication/consultation as appropriate with the parents of pupils;
- To be responsible for the resources needed for the teaching of the subject and to audit it these termly;
- To manage the departmental budget allocation, liaising with the Deputy Head Academic and Bursar and other members of the Department;
- To ensure that departmental policy and documentation is full and up-to-date;
- Where appropriate, to hold regular (at least termly), departmental meetings, and to attend other staff meetings as appropriate.

GENERAL DUTIES:

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission;
- To attend departmental meetings, and other such meetings as are required, including staff meetings, INSET sessions, and other such training as may be necessary;
- To act in accordance with the Staff Handbook and the Staff Code of Conduct;
- To undertake supervisory duties in accordance with the staff duty rota;
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere;
- To cover for absent colleagues when necessary;
- Attend school functions, including after hours, as directed by the Headmistress;
- To take part with the Headmistress and senior team in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year;
- To undertake such other duties which the Headmistress may from time to time reasonably request.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.

Signed (Head of Maths)

Signed (Headmistress)

Date: