ST HELEN & ST KATHARINE

Candidate Pack

For the position of

Teacher of Mathematics (Maternity Cover)

The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's is a welcoming school where students feel able to be themselves and relationships between students and staff are highly valued. It is a happy place where fun and laughter are central elements of the school day.

Eager to learn, and motivated to do their best, our students take advantage of the many opportunities on offer. We encourage them to challenge themselves and to take risks, both academically and beyond the classroom; we are also committed to creating a secure and supportive environment in which students feel they can make mistakes as they learn.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results and our goal is to ensure that every student achieves success as they define it, so that they can believe in themselves, their talents and abilities, and so that they will feel prepared and equipped for life beyond school.

The School was founded in 1903 to provide a Christian education for girls in the Abingdon area. It was joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a catchment area that includes Oxfordshire, Berkshire and Buckinghamshire.

The School is a thriving community of 712 students aged 9 to 18 years including 186 in the Sixth Form and a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.





The site

School facilities are excellent. The original school buildings date from 1906 and over the last ten years a significant capital programme has been undertaken with many new additions to the campus including a superb library with lecture theatre and IT suites. A new £7 million Science Centre opened in September 2014 providing 12 new laboratories, breakout spaces and a three-storey glass atrium. A new 3D Design Workshop and Design Hub opened in 2015 and a new Sports Centre in 2016.



The staff



The School staff body comprises 200 plus employed staff (teaching and support), plus sports coaches, casuals, volunteers, governors and visiting music teachers. Staff are well-qualified, conscientious and share a strong belief in the School ethos. With a passion for their subjects and a real focus on teaching and learning, there is excellent rapport between the students and staff. Staff are strongly committed to the provision of academic, enrichment and extracurricular opportunities through clubs, societies, trips, lectures and other events. The School supports and celebrates the professional development of all of its staff.



Academic achievements

Our excellent academic record is the result of thought- provoking, committed teaching that brings subjects alive, encouraging students to extend themselves, whilst allowing them time and space to grow in confidence.

In 2020, St Helen's students achieved the following results:

A-level: 83.6% A*-A, 95.9% A*-B

I/GCSE: 46% 9 grades, 93% 9-7 grades

The role

We are seeking to appoint a well-qualified and enthusiastic Teacher of Mathematics to cover a period of maternity leave from September 2021 until the end of March 2022. We welcome applications from individuals who are interested in teaching full or part-time.

The post holder will be able to demonstrate extensive subject knowledge and a real enthusiasm for Mathematics, alongside a reflective and professional approach to their teaching. The post holder will be able to teach across the age and ability range from Year 7 to Year 13.

All teaching staff are expected to contribute to the pastoral and enrichment programmes of the School. In addition to teaching, the post holder will also have pastoral responsibilities within their allocated year group. All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

The subject and the department

The mixture of experience and mathematical strengths held by each individual in the department complement each other well. The department works together effectively as a team and regularly use opportunities in meetings, and in more informal settings, to share expertise, resources and discuss our practice in a reflective and collaborative environment.

Facilities

The department is based in the heart of the School. It is well resourced, with its own office, where each member of the department has allocated workspace and shelving. There are six dedicated rooms where the majority of mathematics lessons are taught but the popularity of mathematics and the growth of the School in recent years has meant that some lessons are taught in other well equipped rooms.

Subject details/curriculum

From September 2021, students will take the Higher Tier Edexcel GCSE in Mathematics at the end of Year 11 (previously IGCSE). Mathematics at AS and A level is very popular and we are following the new Edexcel specification. Our Mathematics and Further Mathematics A levels are taught as linear, two-year courses. We also offer a long, thin AS two-year Mathematics course in the Sixth Form.

In the current Sixth form, a healthy number of students are studying A level Mathematics with some also studying A level Further Mathematics. A number of students go on to read mathematics or mathematics-related subjects (such as physics or engineering) at university, including at Oxford and Cambridge. We prepare students for university admissions tests and STEP examinations as needed.

In Year 7 students are usually placed into five groups based broadly on ability and then in Years 8 to 11 students are set more finely, expanding to six sets from Year 9 onwards. The exact pattern of sets depends on the ability profile of the particular year group. Movement can take place as appropriate.

One of the department's aims is to encourage each student to feel confident in their mathematical ability and to foster the enjoyment of the subject. We also aim to challenge and stretch students by enriching the formal syllabus with appropriate material. Students throughout the School enter the UK Mathematical Challenges at Junior, Intermediate and Senior Level and a number progress to the follow on rounds. Last year over 300 certificates were gained by students in these competitions. We also enter a team each year into the UK (Year 8 and Year 9) Team Mathematical Challenge, Year 10 Team Mathematical Challenge and the UK Senior Team Mathematical Challenge. Our Year 8 and Year 9 Teams have previously qualified for the national final.

The department seeks to make effective use of ICT in our teaching, when it enhances students' progress and the department has been developing it's use of OneNote across the year groups. We have a number of licenses for software and websites such as Autograph, mymaths, Integral, mathspad alongside many other websites which members of the department make good use of when planning their lessons. The School's ICT rooms can also be booked for use with classes, as can suites of iPads.

We have our own departmental website within the school SharePoint area on which students can find many useful resources and links to other websites.

Role details

St Helen and St Katharine values the highest level of professionalism in its teachers. It is expected that all teachers will display a high level of knowledge and understanding of their subject area, and communicate this enthusiastically to students. Teachers should have high expectations of their students and be able to display evidence of planning, preparation and monitoring of progress. It is the responsibility of all teachers to create a stimulating and positive learning environment, and to employ a range of teaching strategies, thus enabling all students to fulfil their academic potential. They should inspire trust and confidence.

Specific responsibilities include:

Curriculum delivery

- Planning, preparing and teaching the classes assigned to him/her, using a range of strategies for teaching and classroom management to ensure that individual learning needs are met.
- Ensuring that marking of students' work is both regular and thorough and that full records are kept.
- To regularly monitor the progress of all students in their teaching groups, taking account of individual learning needs to have a positive impact on student progress.
- Liaising with the Learning Support Co-ordinator on strategies to support the progress of students on the Learning Support register.
- Keeping abreast of current thinking and development in the subject area(s).
- Assisting the Head of Department with the development of appropriate syllabuses, schemes of work and teaching styles.
- Sharing resources and training materials with colleagues.
- Contributing to departmental activities, e.g. enrichment work, clubs, societies and trips.
- Taking responsibility for professional development and using the outcomes to improve teaching and learning.
- Attending whole school INSET sessions.

Physical resources and safety

- Meeting the health and safety requirements of the School.
- Working with the other members of the department to ensure that all resources are well looked after and that departmental areas provide a stimulating environment for teaching.

Communication

- Providing or contributing to oral and written assessments, reports and references relating to individual students.
- Attending Parents' Meetings.
- Attending regular departmental meetings and full staff meetings.
- Attending Open Day.

Pastoral and whole school support

- Being a form tutor if required.
- Contributing to the pastoral care and personal development of students.
- Carrying out a share of supervisory duties in accordance with published schedules.
- Ensuring that a register of attendance in lessons is kept and taking appropriate action in cases of student absence.
- Supporting the ethos of the School through maintaining the highest standards of professionalism.
- Attending assembly or chapel and whole school services.
- Contributing to whole school activities, e.g. clubs and expeditions.

The person

Skills/abilities

- Ability to inspire students across the age and ability range
- Ability to relate well to young people
- Ability to build students' confidence in mathematics
- Ability to work well on a day to day basis in a supportive and collaborative manner as part of a departmental team
- Ability to contribute to the development and implementation of departmental policies and goals
- Effective communication skills – oral and written
- Effective IT skills
- Excellent teaching and classroom management skills

Knowledge

- Strong subject and curriculum knowledge
- An awareness and understanding of the issues and current developments in teaching mathematics in schools
- Ability to teach A level Mathematics

Qualifications and experience

- A good honours or higher degree in a relevant discipline
- Qualified or newly qualified teacher status is desirable although not essential
- Proven teaching experience at secondary level is desirable
- Working with others as part of a team

Personal attributes

- Enthusiasm and passion for mathematics and the ability to convey this to students
- A willingness to take an appropriate share of departmental responsibilities and participate in trips
- A commitment to involvement in an extra-curricular programme which meets the needs of all students
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development
- A commitment to safeguarding our students in line with the School's safeguarding policies







Salary and benefits

- Teachers are paid a salary that reflects their knowledge and experience. St Helen's offer competitive salary levels and has its own salary scale which offers scope for pay progression.
- Teachers are entitled to take the normal School holidays.
- Teachers are eligible to join the Teachers' Pension Scheme**.**
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.





St Helen's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to these checks.

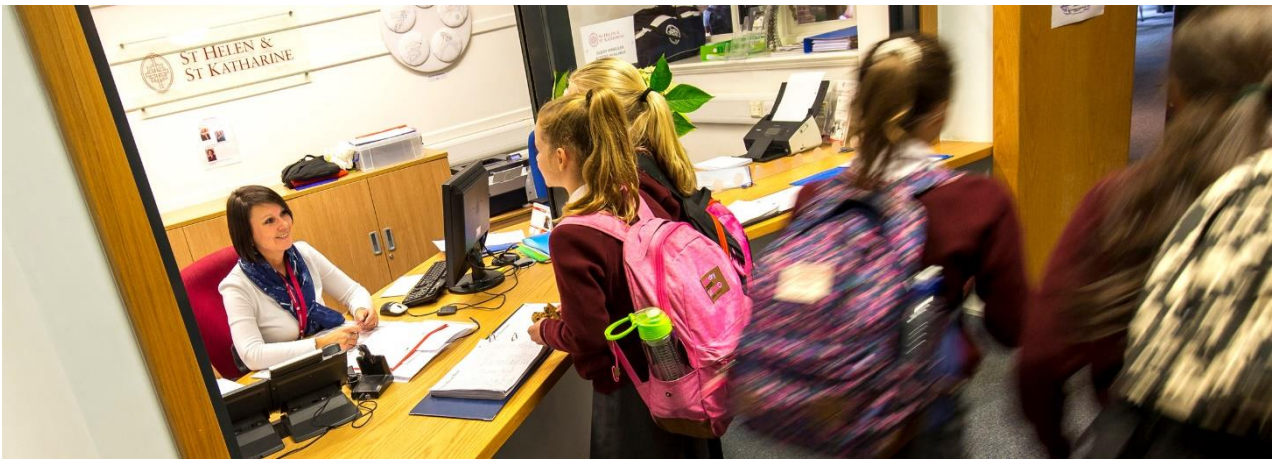
The process



Before you apply for this post please ensure that you have read both our Safer Recruitment, and Safeguarding policies, as well as our Staff Privacy Notice, all of which can be accessed via the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then posted to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE



The closing date for this post is **Friday 21 May 2021 at noon**. Interviews will take place during **week commencing 24 May 2021**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend interview.

We look forward to receiving your completed application.



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St Helen and St Katharine
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