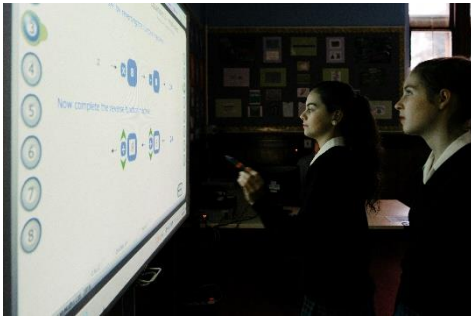




Candidate Brief for the position of Head of Mathematics from September 2019



Mayfield is a Catholic independent boarding and day School for approximately 400 girls aged 11-18 years, set in 75 acres of beautiful Sussex countryside. We have a proud reputation for high academic achievement, exceptional pastoral care and a wide range of high quality extra-curricular activities.

Mathematics at Mayfield

The Mathematics Department at Mayfield School is committed to ensuring that each girl fulfils her mathematical potential. We provide an environment where pupils can work with understanding and yet still be challenged and extended. The staff are highly dedicated and professional, forming a team who are supportive of each other and of the girls.

At Mayfield, we hope to foster a 'Can Do' attitude amongst all pupils, where they are not afraid of making mistakes or of seeking help when they recognise gaps in their knowledge or understanding. Cornelia Connelly encouraged girls by saying 'Do not be ashamed to ask what you do not know'. The Department has an excellent reputation for supporting students who lack confidence or who find the subject challenging. We want the girls to enjoy their learning and not to be afraid of making mistakes. We run Maths Clinics during two lunchtime Activity slots every week throughout the year. They are open to any girl at any level in any year and provide an opportunity for help from at least four members of staff.

Maths is a very popular and successful choice among Sixth Form students, combining with a wide range of other subjects. Typically, over half the students in the Sixth Form study the subject to A Level, following the Pearson Edexcel specification. Last year 83% of our candidates achieved grades A or A* at A Level. There is one Further Mathematics group in each year. At GCSE most students are entered at the Higher Tier, following the Edexcel syllabus. Last year 35% achieved grades 8 or 9.

The subject is taught by seven mathematics specialists using five well equipped classrooms. They are all fitted with interactive whiteboards and ICT is used regularly as part of the delivery of Maths at all levels. The number of sets varies from year to year, depending on the number of pupils. For Years 7-10 each girl currently has three one-hour lessons per week, with girls in Year 11 having four one-hour lessons. Students are tested regularly to monitor their progress and to identify any students who are underperforming or who need extra support.

A large number of the girls are entered for the UKMT Mathematics Challenges at junior, intermediate and senior level. We also enter girls for the UKMT Junior and Senior Team Challenges. Many girls enjoy the opportunity to extend their skills beyond the syllabus with some achieving considerable success.

Beyond the classroom, girls are encouraged to participate in activities designed to develop their thinking skills and to appreciate the role of Mathematics in everyday life. For the last two years, we have run a successful Girls into Maths day with jewellery, bridge building and problem-solving workshops. The Department also contributes to the annual Activities Week.

The Head of Mathematics:

The Head of Mathematics at Mayfield School is expected to work closely with the Deputy Head and Director of Studies to promote a holistic approach to education: supporting the education of the whole individual, in line with the educational philosophy of Cornelia Connelly and the Society of the Holy Child Jesus, and being an enthusiastic proponent of education for girls.

In addition to the general expectations of a classroom teacher, the Head of Mathematics will have the following responsibilities:

Leadership and Strategic Development

- Contribute to the strategic development of the Mathematics department to ensure that the high standards are maintained.
- Lead, inspire and motivate colleagues in a manner such that they feel fully supported whilst still being accountable for their performance.
- Develop and implement policies and practices which ensure the continuing progress and enthusiasm of the girls.
- Hold weekly Departmental Meetings, which focus on teaching and learning, minutes of which should be forwarded to the Director of Studies and the Headmistress.
- Complete an annual performance evaluation document to include reflection on examination results as well as formulate aims and objectives for the department during the coming year. These should have coherence and relevance to the needs of girls and to the aims and strategic plans of the Mathematics Department and the School.
- Analyse and interpret a range of relevant assessment data to inform day-to-day teaching, target setting and strategic development for the girls.
- To be cognisant of key subject developments in terms of both content and assessment and to share this information with colleagues.
- Provide ongoing advice and guidance for staff in other departments when required.
- Participate in opportunities to market the Department as well as the school.
- To address queries and concerns of students, staff and parents promptly, completing documentation appropriately and supporting members of the department.
- To continue to promote Further Mathematics through meetings of the AMSP (currently held at Mayfield).
- To continue the established activities for Outreach including Saturday Workshops, STEM Day, Gifted and Talented Girls into Maths workshops.
- To provide and oversee the marking of Entrance, common Entrance and Scholarship papers throughout the year, working with the Admissions Department.

Department Management

- Establish and maintain a positive learning environment through regular monitoring and evaluation of colleagues by lesson observation in line with the School appraisal policy. In addition, a scrutiny of students' work and marking should take place once a term.
- Set clear expectations about professional conduct and working relationships amongst department staff, ensuring effective delegation of responsibilities and tasks.
- Work closely with the deputy head of department, ensuring a fair allocation of tasks.
- Produce and review on an annual basis, a comprehensive departmental handbook, which informs staff of agreed policies and procedures.
- Appraise staff in line with school policy, putting in place development targets and in particular ensuring that all staff engage in continuous professional development with appropriate opportunities offered for additional training and support.

- Oversee the involvement of members of the department in the School's extra-curricular programme, ensuring that appropriate extra-curricular activities are taking place which support and enrich the learning within the department in addition to departmental revision sessions and clinics.
- In conjunction with SMT ensure that appropriate arrangements are in place to induct new staff to the department and that trainee and Newly Qualified Teachers are monitored, supported and assessed.
- Support departmental colleagues in the consistent use of pupil sanctions and awards policies.
- Ensure that the Department has appropriate internal structures to promote positive behaviour in the classroom and manage routine disciplinary matters internally, in line with Department policy and practice.
- Attend Heads of Department and Curriculum Committee meetings and feedback to department staff.
- Assist in the recruitment of departmental staff.
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are updated regularly.

Teaching and Learning

- Lead by example by modelling innovation and excellent practice.
- Ensure that schemes of work provide for a curriculum which challenges, engages and informs; ensuring that it is accessible to all students as appropriate.
- Ensure that Schemes of Work are updated at the end of each academic year, reflecting department input and changes to syllabus. These may also include the writing of tests.
- Monitor pupil progress and intervene where necessary, by offering support and communicating with key stakeholders; including parents, tutors, Heads of School and Director of Studies.
- Share information with colleagues where appropriate to ensure continuity of learning.
- Provide guidance and training for colleagues on effective teaching and learning methods.
- Work with the Gifted and Talented coordinator and the Heads of Learning Support and ESOL to provide opportunities to challenge the most able and support weaker members of School.

Deployment of Staff and Resources

- Establish staffing and resource needs, providing the Head of Timetabling and the Director of Studies with information as required.
- Oversee and monitor department reports to ensure accuracy of material.
- Facilitate the use of ICT, for learning and administration.
- Prepare and submit the annual budget request in line with priorities identified in the departmental development plan and to monitor and manage spending throughout the financial year.
- Maintain and store departmental resources in good order and organise them in a way that provides ready access to colleagues.
- Complete an annual stock take and order resources accordingly.

Examinations Administration

- Set and mark entrance scripts for girls, determine suitability for entrance to the school and feedback test results to the Admissions department. Information concerning successful applicants to then be shared with their new teacher.
- Plan and organise internal examinations.
- Work with the Examinations Officer to ensure smooth running of all examinations. To include the checking of calculators when appropriate.
- Be present on GCSE and A level Results Days and provide advice to pupils and parents as required.
- Work on the administration of the UKMT Individual and Team Challenges.

Contribution to the wider life of the School

- Undertake the role of Tutor, as requested.
- Carry out regular duties and supervision, on a rota, during the School day and after lessons end to help facilitate the smooth running of the School.
- Be familiar with the Teaching Staff Handbook and the School policies included within it and ensure that Departmental colleagues are also aware of these.
- Carry out such duties as are allocated by the Deputy Head or other Senior Management colleagues, including cover for absent colleagues and examination invigilation. Respond punctually, efficiently and in accordance with the guidance in the Staff Handbook.

- Attend School and year group assemblies, Liturgies and Inter-house competitions, supervising pupils when needed.
- Attend staff meetings, parents' consultations, Open mornings, Prize Giving, Parents' Day and similar important School functions out of school hours; be willing to accompany School trips undertaken by your Department, or involving your Tutees and/or boarders, or in Activities Week.
- Support the boarding life of the School by contributing to weekend activities. [Currently, this will be on one day of a weekend every half term, i.e., six days over the academic year.]

All Mayfield Teaching Staff

- All teachers are expected to adhere to the Teachers' Standards as outlined by the DfE and updated regularly. <https://www.gov.uk/government/publications/teachers-standards>. Full details of the terms and conditions of employment are found in the teaching staff employment contract.
- All staff are expected to contribute to the boarding and extra-curricular life of the School which may include some evenings and weekends.
- No member of the teaching staff may undertake private coaching of Mayfield girls without the permission of the Headmistress.

It should be noted that the above list of duties is not necessarily an exhaustive statement of the final responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only as negotiated responsibilities will be shared with the Deputy Head of Mathematics. The post holder may be required to undertake any other reasonable task requested by the Headmistress for a Head of Department which fall within their capabilities and which are in accordance with the usual practice of a Catholic Independent Boarding and Day School for girls.

Application Process

Mayfield School has its own application form which is available via the website. Applications should be supported with a covering letter

Closing date for applications: Friday 25 January 2019 @ 09:00

Interviews will take place in week commencing: 28 January 2019

We offer excellent working conditions in an outstanding environment. Mayfield has its own salary scale and the salary package for this position will reflect the qualifications and experience of the successful candidate. All staff are expected to contribute to the extra-curricular life of the School. Accommodation may be available.

For further information please visit our website www.mayfieldgirls.org/vacancies where you can access our requisite application form. Alternatively, contact Mrs Karen Bowles, PA to the Headmistress by e-mail for further details kbowles@mayfieldgirls.org.

The School is an equal opportunities employer.

The successful applicant will be required to undertake an enhanced DBS check.



Mayfield School

Head of Mathematics – Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Ability and confidence to teach able students and support weaker girls Ability to teach Further Mathematics at A Level Use of a variety of teaching and learning styles Understanding of the importance of assessment and aspiration in the classroom 	<ul style="list-style-type: none"> Teaching experience across the full age and ability range of the School
QUALIFICATIONS	<ul style="list-style-type: none"> A good Degree in Maths or a related discipline 	<ul style="list-style-type: none"> PGCE or equivalent
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Awareness of practical strategies to motivate learners and raise achievement Ability to manage and lead a team including part-time staff Good ICT skills Good literacy skills (written and spoken English) Ability to work under pressure and be flexible Excellent communication skills 	<ul style="list-style-type: none"> Use of variety of teaching and learning styles Interested in application of ICT skills to learning and teaching of Maths
DISPOSITION	<ul style="list-style-type: none"> Enthusiastic and motivated Highly organised A commitment to and interest in the wellbeing, support and achievement of girls A willingness to challenge oneself to seek continuous improvement A good sense of humour A team player 	<ul style="list-style-type: none"> To be positive about the need for innovation and change Reflective on good practice with a willingness to seek continuous improvement Ability to work under pressure
LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> Leading by example Excellent organisational and administrative skills Building cross-curricular links 	<ul style="list-style-type: none"> Experience of organising own trips and visits Experience of innovating and managing change in teaching and learning
INTERESTS	<ul style="list-style-type: none"> The potential to offer something extra to the School and its students to enhance the girls' learning outside the classroom Willingness to contribute to the extra-curricular programme of the School 	<ul style="list-style-type: none"> Willingness to lead the development of extra-curricular provision in Maths
ETHOS	<ul style="list-style-type: none"> Commitment to the Catholic ethos of the School A sense of excitement about teaching and working with young people 	<ul style="list-style-type: none"> Experience of working in a boarding environment and/or Catholic education