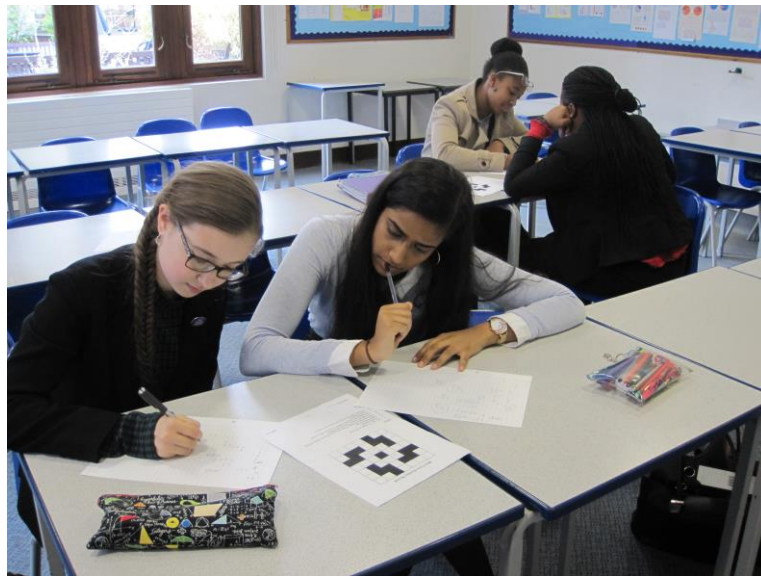




# **Old Palace of John Whitgift School**



## **Head of Mathematics and Whole School Numeracy Application Pack Autumn 2019**

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**Nursery and Pre School**  
Melville Avenue, South Croydon, CR2 7YN  
t: 020 8688 2027

**Preparatory**  
Melville Avenue, South Croydon, CR2 7YN  
t: 020 8688 2027

**Seniors**  
Old Palace Road, Croydon, CR0 1AX  
t: 020 8688 2027

**Sixth Form**  
Old Palace Road, Croydon, CR0 1AX  
t: 020 8688 2027



**Old Palace of  
John Whitgift School**  
Independent Girls' School  
Nursery to Sixth Form

Mrs Jane Burton, Head

[schooloffice@oldpalace.croydon.sch.uk](mailto:schooloffice@oldpalace.croydon.sch.uk)  
[www.oldpalace.croydon.sch.uk](http://www.oldpalace.croydon.sch.uk)

November 2019

Dear applicant,

Thank you for your interest in the position of Head of Mathematics and Whole School Numeracy at Old Palace School of John Whitgift, Croydon. The post has become available due to the promotion of the current Head of Mathematics, Ms. Hannah Ford, to Assistant Head Academic.

Old Palace provides an excellent education for girls aged 1 to 18 across our Senior and Prep School sites. I started as the Head of Old Palace at the beginning of this term and so I am very much looking forward to appointing a Head of Mathematics who can work alongside the senior leadership team to develop and deliver the Mathematics and Numeracy Provision across the whole school.

In this pack you will find a wealth of information about Old Palace, the Whitgift Foundation and the requirements for the role. Additional information on the school can also be found on our website <https://www.oldpalace.croydon.sch.uk/>

I hope that after reading this information you will be interested in applying for the post of Head of Mathematics and Whole school Numeracy at Old Palace and I look forward to receiving your application.

**Jane Burton**

**Head**



## **Introduction to Old Palace School**

### **Welcome**

First and foremost, Old Palace is a place of learning. For every pupil who attends the school, Old Palace will be a key contributor to their development as an educated, compassionate and rounded individual, well prepared to address the challenges presented as they make their own contribution to society.



Every student at Old Palace enjoys a first class, academic education and experiences a wealth of opportunities to enable them to develop as an individual through an outstanding extra-curricular and enrichment programme. We promote a values-based education embracing four dimensions; knowledge and skills, service, courage and emotional intelligence. With this approach, pupils learn about who they are, what they stand for and leave Old Palace well prepared for the future.

Old Palace encourages and nurtures the special qualities of each and every individual entrusted to the school. The superb pastoral care ensures that every student is well supported as they move through the school and the vibrant community stimulates them to develop and flourish in ways beyond the reach of a conventional education.

### **The Four Pillars**

An Old Palace education means more than excellent academic results. We want our students to experience fulfilment, courage, emotional intelligence and a broader education during their time here. The following explains the school's values which create the foundation for the education at Old Palace and are known across the school as 'The Four Pillars';

- Service- putting others before oneself
- Courage- being passionate about re-enforcing a moral code
- Skills and Knowledge- upholding the value of all things scholarly
- Emotional Intelligence- recognizing the importance of relationships with others

## **Old Palace Nursery and Pre-School**



The Nursery School is based at our Melville Avenue site in South Croydon, along with the Prep School, and provides outstanding care to both girls and boys from the age of one through to Pre-School. Entry to Reception at Old Palace is open to girls only.

The Nursery and Pre-School are an integral part of the Old Palace Prep School site with the classrooms and facilities situated at the heart of the school. The provision is run by a Nursery Manager who reports to the Head of Prep.

Children at the Nursery and Pre-School enjoy a stimulating environment, beautiful grounds and well-resourced facilities. Learning through play, they are encouraged to develop a love of learning that will stay with them for the rest of their life.

## **Old Palace Prep**

The Prep School is also based at Melville Avenue site in South Croydon and educates girls from Reception through to year 5. The school is a place where learning is both exciting and challenging, teaching is inspiring and the education is underpinned by the Old Palace Four Pillars.

Alongside the academic provision sits a wealth of extra-curricular and enrichment activities; a wide range of different sports with swimming at the senior school, a rich and diverse musical education, drama, dance and many other exciting opportunities.

At the end of year 5 the Prep School pupils move to the Senior School to complete year 6.



## **Old Palace Seniors and Sixth Form**

The Senior School is based in central Croydon and educates girls from year 6 through to year 13. The facilities at the Senior School include unique, historic, Grade 1 Listed buildings through to modern and well-appointed classrooms, labs and other specialist spaces.

At the Senior School, the Four Pillars continue to underpin the educational provision and the girls benefit from stretch and challenge in their learning along with many other opportunities through a wide range of extra-curricular and enrichment activities.

Old Palace pupils achieve at the highest levels academically as demonstrated by the very strong GCSE and A level performance and the high calibre of universities that the students gain entry to when they leave the school.

### **The John Whitgift Foundation**



There are three schools in the John Whitgift Foundation: Old Palace, Trinity and Whitgift. The foundation provides support to Old Palace in a variety of ways through its generous means tested bursary scheme. In the John Whitgift Foundation schools, 48% of students benefit from fee assistance which is demonstrated at Old Palace by the diverse student community representing all backgrounds and faiths.

All staff at Old Palace are employed by the John Whitgift Foundation and receive a number of benefits including fee discounts for any child accepted into one of its schools.

### **The role of the Head of Mathematics and Whole School Numeracy**

The Head of Mathematics will be joining Old Palace at an exciting time. The current post holder has led the department through the changes to GCSE and A-levels, and last summer's examination results (GCSE: 45% 9-8, A-level: 55% A\*-A) were well above the national average. All students sit Edexcel Higher GCSE, and some students also take the AQA Level 2 Certificate in Further Mathematics.

Mathematics is a popular subject in the Sixth Form, with more than half of students in Year 12 taking one of Mathematics, Accelerated Mathematics or Maths in Context (all Edexcel). Graphic Display calculators have been introduced for Students of Accelerated Mathematics from September 2019.

The Mathematics Department is one of the largest in the school and comprises of eight members of staff, including the Deputy Head and Assistant Head Academic. The Head of Mathematics will lead the maths department by inspiring, encouraging and empowering both the teaching team and our students achieve to their highest potential in mathematics to deliver a stimulating curriculum and ensure high standards of achievement in maths. The department is responsible for the teaching of mathematics from Year Six and above, and the ability to teach A-level is crucial. There are five dedicated Mathematics teaching rooms, all of which are equipped with digital projectors and traditional whiteboards.

As the Whole School Numeracy Coordinator, the post holder would be responsible for overseeing and supporting the teaching of Mathematics throughout the Nursery and Preparatory alongside the Preparatory Mathematics Coordinator and EYFS team, as well as



within other departments in the Senior School. The post holder will also be a part of the STEM committee which meets termly and organizes the annual STEM week and other enrichment events.

Finally, Old Palace is committed to ensuring that the Head of Mathematics and Whole School Numeracy coordinator will be supported in their development needs to allow them to shape their career as necessary.

## **Job Description**

The primary responsibility of the Head of Mathematics and Whole School Numeracy Coordinator is to provide an excellent standard of education for all students from Nursery to Year 13 through the highly effective leadership of teaching and learning within the school and the delivery of strong student outcomes. The Head of Mathematics reports to, and is supported by, the Senior Leadership Team.



To achieve this, the successful candidate must be able an excellent classroom practitioner with the ability to lead people with emotional intelligence, energy and integrity. The Head of Mathematics will also reflect the values and strategic vision of Old Palace through their own practice and decision making.

## **Main responsibilities**

### **Core Purpose**

- Be accountable for leading, managing and developing the Mathematics Department;
- Be responsible for leading Numeracy across the School

### **Leadership and Management**

- Motivate, influence and challenge staff within the Mathematics Department to create a positive and purposeful climate, maintaining high expectations for self and others and taking appropriate action when performance is poor
- Develop and be accountable for the delivery of the department development plan and the achievement of relevant targets set by the Head of Old Palace and the Governing Body
- Plan and deliver an exciting, challenging and creative curriculum across the whole school, in line with the ethos and vision of Old Palace School

- Respect and value all stakeholders and ensure that student and staff well-being are central to any decision making
- Create and maintain effective and positive relationships with parents to support their daughter's academic achievement and personal development
- Build and maintain a culture and curriculum that takes account of the diversity of the school's community
- Communicate regularly to the school and wider community celebrating and promoting both student and staff achievements and activities
- Keep abreast of the current national and local educational landscape and ensure planning takes account of this
- Manage their own workload and that of others to allow an appropriate work/life balance

#### Human Resources

- Ensure an effective programme of professional development, that sits alongside the wider Old Palace School staff development programme, for all staff in the Mathematics Department allowing them to continue to improve their teaching and professional duties
- Develop a staffing plan for the Mathematics Department, in conjunction with the Senior Leadership Team, and ensure staff are recruited and deployed to deliver this,
- Implement the Performance Review process effectively in the Mathematics Department.

#### Marketing and Admissions

- Work with the Old Palace Marketing and Admissions team as required to ensure that the school is effectively marketed to prospective parents
- Develop and maintain suitable assessment and sample material as required by the Admissions team for entry at 10+, 11+, occasional places, and in the Sixth Form.
- Coordinate the marking of the Mathematics Entrance examinations for for entry at 10+, 11+, occasional places, and in the Sixth Form.

#### Finance & Facilities

- Prepare and manage the Mathematics Department annual budget and take action as appropriate working with the Old Palace School Finance Manager



	<ul style="list-style-type: none"> <li>• Resolve day to day issues regarding the Mathematics Department teaching rooms working with the Old Palace School Facilities Manager and facilities team as appropriate.</li> <li>• Ensure that the Health and Safety ethos in the Mathematics Department is consistent with School and Whitgift Foundation policies and procedures</li> </ul>
Systems and Procedures	<ul style="list-style-type: none"> <li>• Communicate and implement all Old Palace School policies/procedures</li> <li>• Attend Whole School, Senior School and Subject Leader meetings as required</li> </ul>
<b>Quality of Teaching and Learning</b>	
Culture of improvement	<ul style="list-style-type: none"> <li>• Lead in developing pedagogy across the Mathematics Department in order to continuously improve and develop teaching and learning</li> <li>• Proactively promote the Mathematics Department's participation in the Old Palace ethos of collaboration in order to deliver the highest standards of education</li> <li>• Establish regular dialogue with students, staff and parents to be able to evaluate the quality of teaching and learning</li> <li>• Regularly analyse and evaluate student performance against relevant national and local data, holding others to account and taking appropriate actions in order to secure strong student outcomes</li> <li>• Ensure that the educational provision provided by the Department ensures that all students needs are catered for including the need for stretch and challenge for the most able</li> </ul>
Quality assurance	<ul style="list-style-type: none"> <li>• Establish an effective programme of quality assurance of teaching across the Mathematics Department in order to inform improvement</li> <li>• Monitor, analyse and update the department Annual Report using it as a tool to raise performance and contribute to the whole School SEF</li> <li>• Lead others in being prepared for, and successful in, any ISI inspection</li> </ul>

## Assessment

- Establish, in line with the Old Palace assessment and reporting structure, appropriately planned curriculum and assessment programmes and communicate these to students and parents
- Ensure regular and clear communication on progress to students and parents

## **Student Development, Behaviour and Welfare**

- Take a full and active role in the pastoral system of the school as a Form Tutor.
- Develop opportunities within the Mathematics curriculum for students to meet their spiritual, moral, social and cultural development (SMSCD) needs including an understanding of British values
- Embed a wide range of enrichment and extracurricular activities for students and ensure that participation is encouraged and monitored
- Implement the Old Palace safeguarding policies and procedures within the Mathematics Department and ensure that that these are strictly followed by all staff and students

## **Payscale**

The post holder will benefit from a competitive salary and a range of benefits being an employee of the John Whitgift Foundation including fee discounts for any child accepted into one of its schools.

## **Person Specification**

The following criteria will be used when assessing the suitability of applicants:

**Essential:** without which candidates will be rejected

**Desirable:** useful for choosing between two strong candidates

<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
<b>Qualifications</b>		
Good Honours degree, Qualified Teacher Status	Relevant Further Degree or professional studies	Application form
<b>Experience</b>		
<p>Track record of successful teaching at Secondary School level in either the independent school or state school sectors</p> <p>Experience of leading a team of professionals in education, ensuring the highest standards of teaching and learning are achieved and maintained</p> <p>Proven track record of raising standards of student achievement</p> <p>Leadership in developing pedagogy and using innovative approaches to develop teaching and learning</p> <p>Experience of managing a self-evaluation process of a school/department</p>	<p>Experience of preparing students for 11+ examinations</p> <p>Experience of managing a delegated budget</p>	<p>Application form</p> <p>Interview process</p> <p>References</p>
<b>Knowledge, skills and abilities</b>		
<p>Demonstrable ability to establish a development plan and to lead, motivate and develop staff to ensure it is achieved</p> <p>Effective communication skills, both written and verbal, with a wide range of internal and external audiences</p>	Experience of the ISI inspection framework	<p>Application form</p> <p>Interview process</p> <p>References</p>

<p>Ability to analyse student performance data to set effective targets and plan effective intervention in order to ensure students make strong progress</p> <p>Ability to hold others to account for their performance and accountability for student outcomes</p> <p>Ability to work effectively as part of a wider team and with governors, staff, parents, students and others in the local community</p> <p>Ability to give and receive effective feedback in order to improve performance</p> <p>Personal enthusiasm for, and commitment to, the learning process supporting research and debate about effective learning and teaching</p> <p>Commitment to the academic, social, emotional and cultural development of all students including their understanding of British values</p> <p>Ability to recognise and take account of the diversity of the school community</p> <p>Ability to personalize provision to meet the learning needs of students with a range of needs</p> <p>Understanding of the current pedagogical and political developments in UK education</p> <p>Comprehensive understanding of the principles of effective safeguarding and commitment to developing a safe, secure and healthy school environment</p>		
<b>Personal qualities</b>		
Possesses a passion for educating young people		Application form Interview

<p>Able to form highly effective working relationships</p> <p>Excited by working as part of the larger Old Palace school community and is motivated by working collaboratively with the Senior Leadership team.</p> <p>Committed to the principles of independent and single sex education</p> <p>Demonstrates high levels of emotional intelligence</p> <p>Possesses personal presence and impact</p> <p>Able to inspire and motivate staff and students and retain the trust of parents</p> <p>Able to show sensitivity and flexibility as circumstances demand</p> <p>Resilient and able to work under pressure when faced with complex and demanding situations</p> <p>Willing to be involved in all aspects of school life including outside of normal school hours and days and is adaptable to meet the needs of the school.</p> <p>Demonstrates a portfolio of professional development to date and is ambitious for their future career development</p> <p>Excellent and unequivocal references</p>		<p>process</p> <p>References</p>
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## **Notes to Applicants**

### **Safeguarding**

Old Palace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of, and contribution to, a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

### **Your application:**

If you would like to apply for the position of Head of Mathematics and Whole School Numeracy at Old Palace, please complete the following application forms which can be found on via the link <http://www.latestvacancies.com/whitgift/default-oldpalace-john.asp>

In addition, please submit a covering letter (no more than two pages of A4, font size 11) which fully addresses the competencies outlined in the job description and person specification and outlines your interest in the post. Please email the covering letter separately to Jane Thomas, Head's PA: [jthomas@oldpalace.croydon.sch.uk](mailto:jthomas@oldpalace.croydon.sch.uk)

**Closing date: Tuesday 26 November at 5pm**

**Interview date: w/c 2 December 2019**

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.