



“An individual approach to academic success”

Head of Maths





Dear Applicant,

Thank you for taking time to consider applying for the Head of Maths. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint from September 2018.

The successful candidate will lead a committed department and be supported to secure its future development. They will also be an inspiring role model with a passion for developing both excellence and inclusive participation in their subject.

Manor House is a fantastic place in which to work. The girls are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

All teachers take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and firmly committed to girls' independent education.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms Fantham
Headteacher



About Us

Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the girls who choose to learn here.

We are a selective independent school for girls aged 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports pupils to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that girls leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our girls' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day to day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and girls, always makes Manor House School an unforgettable experience.



A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

Our Values

Our School maxim- "an individual approach to academic success" is brought to life in our aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen opposite, underpin our school motto

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and key stage 2 results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team

Manor House School employs over one hundred staff in varying roles; all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. You will integrate into school life encouraged by your mentor and your work will be rewarding and meaningful.

With access to great support and facilities your teaching will help motivate and inspire our enthusiastic and intelligent girls who enjoy learning.

The non-teaching roles within Manor House School form a dynamic support team that maintains our consistent professionalism and aids our long term strategies for the future.

All members of staff are actively encouraged to seek continuous professional development.

Benefits include a pension scheme (once you have completed the qualifying period), favourable annual leave days and working within one of the most beautiful school surroundings in the country.



Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our girls to achieve their very best. Hard work always produces results and academic success for each and every girl is at the top of our agenda. Good examination results open doors and change lives and Manor House School holds a very good reputation for excellent academic achievement. Our smaller setting creates an environment where each girl is able to receive appropriate measures of support and challenge from an individual teaching approach to achieve their personal best.

Our GCSE performance is consistently strong year on year with our individual top scholars achieving outstanding results. Lower down the School, a high percentage of our Prep girls achieve well above national expectations.

Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of our pupils.

We expect our employees to uphold our high standards of behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff adhere to them.



Pastoral and other Responsibilities

- If required, take pastoral responsibility for a tutor group in Key Stage 3 or 4.
- Take responsibility for the health, welfare and safety of pupils at all times.
- Attend assemblies, staff briefings and meetings and preparation/Inset days.
- Attend parent/teacher evenings and Senior Department and whole school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague on a daily basis only.
- Accept any reasonable responsibility delegated by the Headteacher.
- Participate in the wider community of Manor House School such as Heritage Day, Open Days and Bookham Village Festival.
- Contribute to the school's extra-curricular programme.

All Staff are expected to have read the current Staff Handbook.



The Department

The Maths course followed is the Edexcel iGCSE, with almost all students sitting the Higher paper at the end of Year 11. In 2017 the results were excellent, 58% achieved A*-A, 87% A*-B and 97% A*-C.

The Maths teachers have designated classrooms with Promethean interactive whiteboards which have access to the internet and a wealth of subject specific programmes. Subscriptions are in place with several well-known Maths websites and resources, including mymaths and MathsPrint.

The school actively participates in a number of Maths activities during the year, including the **Intermediate, Prep and Senior Maths Challenges**. Students from all years are involved with the Challenges. Various Maths related clubs are run at times during the school year, including a popular chess club. Extra-curricular and programmes for Able and Gifted students are areas we are looking to extend in the future.

These are just some of the activities the Department are involved in – we try and make Maths teaching at Manor House School as innovative and as exciting as possible to make sure all students regardless of ability enjoy Maths and progress to fulfil their potential.

Job Description

The Role

Reporting to the Deputy Head and Headteacher the Head of Maths will be accountable for the pupil progress and development within the department and must ensure the provision of an appropriately balanced, relevant and differentiated curriculum for all which is exciting and far-reaching.

Key Responsibilities

Team Leadership

- Provide strong academic leadership within the maths department
- To be responsible for leading the department's curriculum planning, schemes of work and handbook, incorporating whole school policies as appropriate
- To present the views of the department to the Headteacher
- To oversee all staff in the department including the review of performance
- To hold regular departmental meetings and provide minutes of those meetings to the Headteacher
- To discuss tracking of individual pupils with the appropriate head of KS
- To be responsible for the achievement of the department's budget
- To be responsible for the department's rooms to provide a lively and stimulating environment to learn
- To line manage the ICT department

Learning and Teaching

- Teach an appropriate lesson load, as appropriate to skills and qualifications
- To set pupils in appropriate groups and to allocate staff to those groups
- To act on underachievement and provide intervention classes as appropriate
- To increase uptake on A 'level Mathematics
- To organise and oversee a Maths Club and revision classes
- To organise entries for the Prep and Intermediate Maths challenge
- Undertake professional development as agreed with school leaders

School improvement and quality assurance

- To actively promote mathematics throughout the school
- To work and improve the level of numeracy throughout the school with the other staff, including Prep (Upper and Lower)
- Work with the Deputy Head and Head of the Prep School to ensure that that all staff are guided on the choice of appropriate teaching and learning methods to meet the needs of pupils
- To provide information about the groups for the school timetable

- To ensure that internal tests and examinations are set and administered professionally
- To liaise with the examinations officer on matters relating to external examinations
- To build strong relationships with the parent body and ensure effective communication

School ethos

- Create and maintain a positive environment which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.
- Contribute to the extra-curricular programme offering at least one club per term.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

Pupil Support

- Work with individuals and small groups to deliver programmes to support learning, liaising with teachers and other staff as required
- Meet with parents as necessary

The main duties are listed above but some individual tasks which need to be undertaken may not have been identified fully and employees will be expected to comply with any reasonable request to undertake extra work from either the Headteacher or the Senior Leadership Team.

Person Specification

Qualifications	Essential	Desirable
QTS with good honours degree	Yes	
Leadership Qualification		Yes
Experience Skills & Knowledge	Essential	Desirable
Excellent classroom practitioner	Yes	
Excellent interpersonal and communication skills (written and oral)	Yes	
Ability to create and lead departmental development and manage change	Yes	
Ability to command respect of students/parents/staff	Yes	
Ability to maintain and manage relationships with parents who have high expectations of the school	Yes	
Sound understanding of secondary or Prep curriculum	Yes	
Experience of using technology to enhance learning		Yes
A proven track record of successful teaching	Yes	
Ability to work and lead effectively as part of a team	Yes	
Understanding of current good practice in teaching and learning	Yes	
Record of continuing professional development	Yes	
Experience of providing CPD to groups of staff		Yes
Planning and implementation of strategies which impact on outstanding pupil progress	Yes	
Experience of working across different key stages	Yes	
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	Yes	
Excellent communicator	Yes	
Initiative and enthusiasm	Yes	
Hard working and resilient	Yes	
Ability to maintain appropriate and supportive relationships with students and staff	Yes	
Positive attitude to use of authority and maintaining very good standards of behaviour	Yes	
Evidence of sharing in and contributing to the corporate life of the school	Yes	
Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	Yes	
Open-minded and receptive to new ideas, approaches and challenges	Yes	
Excellent organisational skills	Yes	
Competence in ICT	Yes	
High expectations of self and others	Yes	
Commitment to involvement in extra-curricular activities	Yes	
Good sense of humour	Yes	



Application Process

Please submit your application form via the TES site to ejrose@manorhouseschool.org

If you would like to write to the HR department, please contact them on:

HR Department
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN

If you have any further queries, please contact the HR department via the email above or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org



Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people which all staff share responsibility. We have an extensive policy on safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

