



MILTON ABBEY

Co-educational boarding and day school for ages 13 - 18



Head of Mathematics
September 2018
Information for applicants



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Background Information

In a recent ISI inspection, Milton Abbey, a co-educational day and boarding school for ages 13-18 situated midway between Blandford and Dorchester, was judged as being 'highly successful in achieving its aim to enable each pupil to achieve their academic potential'. The report also praised the School's 'excellent' teaching provision and highlighted its 'carefully structured and broad curriculum'. Milton Abbey is proud to offer the broadest range of vocational subjects in the independent sector, alongside GCSEs and A Levels. Milton Abbey is committed to the individual and delivers an education that is meant to challenge, stretch and develop young men and women into leaders and assured adults who possess confidence without arrogance. Milton Abbey prides itself on its ability to deliver a bespoke education, tailoring each pupil's education to make the most of their individual skills and talents so that they can achieve their potential both inside and outside the classroom. At Milton Abbey's heart is a philosophy of developing each and every girl and boy into fully rounded people academically, culturally, spiritually, and within a caring, supportive environment. We are an inclusive school, and are ambitious for every pupil. Success, in whatever form, is celebrated.

The School became fully co-educational from September 2012 and joined the Round Square group of schools in 2013. Current development projects include a new Centre for Countryside Management and Equine Studies and a new Art Centre and Gallery. All these exciting developments have been underpinned by Milton Abbey's commitment to the pillars of Round Square IDEALS, namely international understanding, democracy, environmental awareness, adventure, leadership and service.

The School lies in a wooded valley and occupies the site of a former Benedictine Monastery, founded over 1000 years ago. The two remaining Monastery buildings, the Abbey (which is used as the School Chapel) and the Abbot's Hall (which is used as the School Dining Hall), around which a Georgian mansion was built in the late 18th Century, accommodate two houses. Modern facilities on a par with much larger schools have been added including a Music School, Art School, classrooms and laboratories, an ICT centre, a fully stocked library, Technology workshops, a 370 seat theatre, a 25 metre indoor pool, recreation hall and full sized astro-turf. The school has stabling for up to eight horses, a pheasant shoot, an ambitious self-sufficiency market garden project, pigs, sheep and chickens.

The school is run by the Headmaster, supported by the Deputy Head, a teaching staff of 40 and has a capacity of 300 pupils. All staff appointed are expected to contribute to the boarding ethos of the school, supporting both the Deputy Head with pastoral work and the Director of Adventure Training & Activities with a full and busy games programme. Candidates are encouraged clearly to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information please see the school's website: www.miltonabbey.co.uk



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HEAD OF MATHEMATICS

For September 2018 we are seeking to appoint a well-qualified, enthusiastic, ambitious, inspirational and highly motivated individual to build on the stable basis that the retiring incumbent has established.

You will be responsible for the running of the department and management of the other 2 subject specialists. You will be passionate about the subject and rigorous in enforcing high academic standards and able to teach GCSE and A level. Additionally you will have strong organisational skills and take lead responsibility for delivering key stage 4. An approachable and understanding manner is essential.

THE MATHS DEPARTMENT

The Maths Department currently consists of three mathematicians. All teachers have their own dedicated classrooms.

JOB DESCRIPTION

DEPARTMENT:	Academic
JOB PURPOSE: the	To lead the Mathematics Department and develop delivery of Mathematics at Milton Abbey
RESPONSIBLE TO:	Assistant Head (Teaching & Learning) and Deputy Head

Specific responsibilities include the following, although this list is by no means exhaustive:

Duties and Responsibilities

- To manage the delivery of Maths to all year groups and levels including A Level and Functional Skills
- To develop schemes of work for all key stages and oversee development of new course material
- To chair and minute weekly Mathematics Department meetings, coordinating teaching and learning across all year groups
- To continue to raise exam results through effective delivery and management of mathematics
- To liaise with the Examinations Officer regarding pupil exam entries
- To be accountable to SMT for external examination results
- To oversee the CPD of all members of the department
- To be responsible for the Mathematics department budget



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In addition, the post holder may be expected to:

- cover for absent colleagues
- be involved in the extra-curricular programme such as sports coaching, or be involved in the wider part of school life such as CCF, music, drama, etc.
- tutor a small group of pupils in the boarding house, in the evenings, every week. These meetings build good relationships between staff and pupils and are essential to the long-term success of the school. Patience, consistency, discretion and empathy are just some of the qualities a good tutor should have in order for the tutorial system to promote the pupils' all-round development
- to be available for the supervision of a small number of week day and weekend duties. This can include, for example socials, or accompanying trips or activities.

TERMS OF APPOINTMENT

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

Hours:	This is a full-time post, Monday to Saturday.
Holidays:	You are entitled to all school holidays. Public holidays falling when pupils are in School during term time are working days.
Salary:	A competitive salary is offered to the successful candidate depending on experience and qualification.
Probation:	The position is subject to a two and a half term probationary period, which may be extended.
Pension:	The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.
Medical Fitness:	Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
Criminal Background Check (DBS):	As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar



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nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

References:

In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster and send the letter, cv and application form to:

Miss Lynne Hughes
HR Administrator

By post

Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

Closing date for applications is noon on Friday 3rd November 2017 and interviews are likely to be held during the week commencing 13th November. We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:



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- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.