



Candidate brief for the position of  
Head of Mathematics (Years 7-11)  
to start September 2022



**D'OVERBROECK'S**



## The school

d'Overbroeck's is a co-educational independent day and boarding school in Oxford for students aged 11 – 18. The school roll currently stands at around 700, and this is set to grow in the coming years.

The school was founded in 1977, initially as a sixth form. Since then, we have successfully pursued a policy of extending our age range and we became an all-through 11–18 school in 2005.

We are located in north Oxford and we've established ourselves as a thriving, forward-looking and highly successful school in a relatively short time compared to other independent schools in the area. We are known for our distinctive, non-traditional ethos, an outstanding staff team, and a strong reputation for the quality of our educational and pastoral provision.

The school is currently in a phase of growth and expansion, both in terms of student numbers and facilities.

In September 2017 all sixth form teaching moved to our new, purpose-built site at 333 Banbury Road. At the same time, The International School moved into the Swan Building at 111 Banbury Road, which was previously used for sixth form teaching. From September 2021 we have a new specialist Arts Centre for use of Sixth Form and International School students and we are actively seeking for opportunities to expand our 7-11 section.

These changes have brought substantially more physical space and have enabled us to take our facilities and educational provision to a whole new level in areas including the sciences, art, music and drama. We have also been able to develop our library, social and dining provision.





## Our ethos

We place academic achievement and personal growth at the heart of everything we do at d'Overbroeck's. Our success in achieving these goals is evident in students' achievements both in and outside the classroom, as well as in the enthusiastic endorsement we receive from current and former parents and students.

Our non-traditional approach sets us apart from other local independent schools and is characterised by purposeful informality. Our ethos is firmly built on personal relationships, on a relative lack of stuffiness and formal hierarchies, and on a strong belief that every individual is at the heart of the school.

At the same time, our approach is distinctly collaborative. We believe in leading by example, in a healthy dose of flexibility and in the power of laughter and humanity. 'Enthusiasm', 'maturity' and 'courtesy' are words that visitors to the school frequently use to describe us.

We provide an environment which gives both staff and

students the space to be themselves as well as the encouragement and stimulus to grow, to learn, to engage with complexity and to achieve their goals. And they'll also have time for friendship, laughter and living life to the full.

Our policy is for everyone, staff and students, to be on first-name terms throughout the school. Our experience is that this fosters more mutual respect and truer, more motivating interactions between staff and students.

Students wear school uniform up to Year 11 and there is no uniform in the Sixth Form. Our uniform is relatively light-touch, which allows each student a sense of their own individual personality.

d'Overbroeck's does not have any particular religious affiliation and we welcome students and staff of all faiths and none.

*'A defining characteristic of d'Overbroeck's is its close-knit, informal atmosphere within which students grow in confidence, self-esteem, respect for themselves and for others. Students are very supportive of each other and behaviour throughout is excellent, exemplified in considerate, warm relationships.'*

*ISI inspection report. October 2013*

# Structure of the school

d'Overbroeck's is made up of three distinct parts, all located in north Oxford: Years 7-11, the Sixth Form and The International School. We're a mushroom-shaped school, meaning our Sixth Form has the largest number of students (around 400). In addition to students progressing from the lower years at Years 7-11 and The International School into the Sixth Form, we draw a large intake of students (around 160 annually) directly into the Lower Sixth – a combination of local and international students.

**Years 7-11** – 200 students; all day students.  
Domestic only. Based at Leckford Place, OX2 6HX.

**Sixth Form** – 400 students; a mixture of day and boarding. Domestic and international. Based at a purpose-built site at 333 Banbury Road that opened in September 2017.

**The International School** – around 105 international students who are all boarders, across years 9-11, with plans to expand into years 7 and 8. The move into the Swan Building in September 2017 has provided considerably more space and greatly improved facilities, including laboratories and an art room.

## 333 Banbury Road

From September 2017, when the new site at 333 Banbury Road was completed, the Sixth Form benefitted from a considerable upgrade in facilities and physical space. The new buildings include five science laboratories and spacious suites for art, music and drama, as well as more library and common room space.

The Hall provides daily dining facilities for staff and students as well as a 200-seater auditorium for music, drama performances and all kinds of other school events, not only for the Sixth Form but for the whole school.







## Teaching and learning

We teach a broad academic curriculum with a wide choice of subjects at GCSE and A-Level. Students in the International School study IGCSEs.

At d'Overbroeck's, we emphasise fostering resilience and independent learning skills starting from Year 7. In the Sixth Form, many students complete an EPQ alongside their A-Level programme, and students regularly take part in Maths and Science Olympiads.

We offer bespoke academic enrichment programmes through our Think programme. These are suitable for students who want to develop their academic skills in preparation for Oxbridge, Medical/Veterinary and Law programmes and for wider university study. Students have the opportunity to participate in a wide range of trips and sessions from visiting speakers throughout the year.

We integrate a Personal Development (PD) programme into the curriculum from Year 7 through to Year 11. Students in the Lower Sixth study a personal Development Programme which introduces them to information, views and debates on contemporary issues.

Our focus is on reflective teaching and CPD and the school has repeatedly been complimented by ISTip on its work in supporting ECTs through their induction year.

The teaching approach at d'Overbroeck's has always been built around comparatively small classes. In Years 7-11, classes are generally kept to a maximum of 15 students. In the Sixth Form, there is usually a maximum of 10 students per class. We keep classes in The International School to a maximum of 11.

At the International School, many students follow a one-year programme which prepares them for IGCSE exams in up to 8 subjects alongside intensive teaching in English for academic purposes (EAL). We also offer a growing two- and three-year IGCSE programme for younger students, which runs alongside the current one-year programme. From 2021, we are introducing Years 7 and 8 at The International School.

Our exam results are very strong. We are the top school for progress (value-added) at A-Level in Oxfordshire and every year many of our students progress to Oxbridge and other top Russell Group universities.

# Boarding

We currently have around 300 residential boarders at d'Overbroeck's, which is set to increase in the next few years as the school grows. We take day pupils only in our Years 7-11 section, so our boarders are either in the Sixth Form (where around half the students are boarders) or in The International School (where almost all the students board).

In the Sixth Form, students can either board full-time or weekly. For some of our boarders home is just 30 or 40 miles away; for others it is another part of the world. Some will have boarded before while for others this may be the first experience of being away from home and family.

Whichever it is, our aim is to create a close-knit, homely boarding environment where students are

physically comfortable and personally at ease; where they can live and work happily, enjoy freshly-cooked, well-balanced meals and make strong and lasting friendships. Like our teaching space, our boarding provision continues to develop considerably.

We opened a purpose-built sixth form boarding house (Islip House) opposite our Sixth Form in September 2017. We also have a sixth form boarding house in St Aldates, in the heart of the city. We have four further boarding houses in north and west Oxford for International School students. The majority of Upper Sixth opt for accommodation with a host family for their final year.





# Co-curricular

Alongside the academic curriculum, we offer a varied and vibrant programme of co-curricular activities to open up all sorts of opportunities for students in every year. Sport is diverse and wide-ranging, music and drama are very strong and concerts and school productions are always big events to look forward to.

## Music

We offer a range of concerts and musical events throughout the year for students across the school. We also have a popular Instrumental and Vocal programme taught by a team of experienced peripatetic instrumental teachers each week.

## Drama

Drama at d'Overbroeck's is about much more than learning lines and performing: it's also about unleashing our students' dramatic creativity. It's also a vehicle through which students develop confidence in themselves – not just as performers, but as individuals and members of a broader society.

## Sport

We take an inclusive approach to sport and encourage all students to take part in different activities when they study with us. Whilst it's very important to us that students get the opportunity to compete and represent the school, it's equally important that they develop lifelong learning around active, healthy lifestyles.

Although we don't have our own playing fields or sporting facilities, we are fortunate to have the use of an excellent range of venues and facilities nearby, including those of Oxford University at Iffley Road. During term-time, our students use these facilities on a daily basis.

*'It's hard to imagine a better school for nurturing and developing students.... Without exception all staff are dedicated to the aspirations of the school, resulting in a lovely and thriving atmosphere that produces excellent results and well-rounded teenagers!'*

*Parent*





## Association membership

d'Overbroeck's is a member of the Independent Schools Council (ISC), the Society of Heads of independent schools and of the Boarding Schools Association. The school is also an associate member of AGBIS.

## Accreditation and inspection

d'Overbroeck's is an accredited member of the Independent Schools Council.

The most recent ISI inspection took place in October 2017. This was a regulatory compliance inspection, which found the School to be fully compliant. Prior to that, the most recent full integrated ISI inspection was in October 2013, and the school was judged 'Excellent' in all aspects of its educational and boarding provision. Notably, the inspection team also noted the 'extremely high levels of satisfaction with the school overall' expressed in the parental responses in the pre-inspection survey. Informally, the school was told that these were exceptionally high, even by the high standards of most independent schools.

Copies of both the 2013 and 2017 ISI reports can be found at:

<https://www.doverbroecks.com/home/school-inspection-reports/>

## Safer recruitment

d'Overbroeck's is committed to safeguarding and promoting the welfare of all its students, and this is a responsibility that is shared by all members of staff. The successful candidate will be subject to an enhanced DBS disclosure. Please see the section on Disclosure below.

## Disclosure

Please note that d'Overbroeck's aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d'Overbroeck's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure of criminal background from the Disclosure and Barring Service before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about).



## **Head of Mathematics (Years 7-11)**

We are seeking to appoint a full-time teacher of Mathematics from September 2022, who will also be Head of Maths in our Years 7-11 section. The successful candidate should be able to teach throughout the school, but the bulk of their teaching and time will be spent in the years 7-11 section and site. There is the possibility of a pastoral role as a Form Tutor for suitably qualified candidates and there may also be opportunities for broader senior leadership responsibilities in Years 7-11 for suitably qualified candidates. Please enquire for further information if appropriate.

### **The post and the department**

This is an opportunity to join and lead a large and exceptionally successful department. The Mathematics department at d'Overbroeck's is led jointly by Nick Haines (Sixth Form), Sarah Shekleton (Years 7-11) and Graham Hope (International School), who lead a team of thirteen other teachers. The Head of Maths post at Y7-11 is becoming available due to the retirement of Sarah at the end of this year.

The Edexcel specification is used throughout; i.e. GCSE at key stage 4; both Mathematics and Further Mathematics IGCSE at our International School; and Mathematics and Further Mathematics at A Level and STEP.

Maths is part of the core curriculum up to year 11, both in our 7-11 day-school and International School. There is also significant uptake of Mathematics in the Sixth Form; with around 70-80 Mathematics and 30 Further Mathematics students in the Lower Sixth it is the most popular subject offered at A level.

Results are consistently strong at both GCSE and A level – in 2019 (the most recent 'pre-Covid' set of results) well over a half of students gained grades 9-7 at GCSE in Y11; 66% gained A\*-A at A Level Maths and 93% gained A\*-A in Further Maths. At the International School, 48% of students achieved Level 9 for IGCSE Maths and 76% achieved Levels 7-9. Every year several students go on to study mathematics related courses at top universities.

Throughout the school there is a strong tradition of extra-curricular mathematics and the successful applicant will have opportunities to contribute to this at all levels. Students participate in individual and team competitions organised by external agencies and consistently perform at a high level. The department enjoys a close relationship with the Oxford University Mathematical Institute which has enabled us to attend, as well as host, a range of workshops and lectures on areas of Mathematics beyond the syllabus.

### **Teaching**

The successful applicant must be willing to teach Mathematics at all levels offered by the school and across two of the school's three sites (Sixth form, Y7-11, International School). Class sizes are small (maximum 15 in Years 7-11; 10/11 at the International School and in the Sixth Form), which enables teachers to gain a detailed understanding of each individual student's strengths and needs. We value independence of thought above mere acquisition of skills, and although we seek to provide the best possible preparation for public exams we aim to do so in such a way as to foster real understanding and enjoyment of the material being

studied.

Technology is used to support teaching and learning throughout the school, including the use of graphing and statistical software packages, interactive whiteboards, online learning, and in-class tablet computing. We use Microsoft Teams and One Note as our online platforms.

## **Head of Department**

The Head of Maths (7-11) has the following specific duties and responsibilities.

- Overall responsibility for the quality of teaching and learning in the department and for ensuring that all the students in the department are making good progress, by developing and implementing policies and practices that promote effective teaching and learning.
- The ongoing management, monitoring and support of the teaching staff in the department, both informally and through regular performance reviews.
  - The Head of Maths will normally be expected to conduct professional development reviews for members of their department, completing all necessary paperwork/electronic records as required. Where another colleague has been assigned the role of reviewer (perhaps because the member of staff works in two departments) the Head of Maths will be expected to submit written input to the reviewer.
  - Observing lessons of members of their department and of other teaching staff as required, in line with the School's policies on lesson observation.
  - Playing a leading role in the induction and, where necessary, training of new members of staff.
  - Serving as subject mentor for ECTs within his/her department.
  - Identifying and supporting the training needs of teachers within the department
  - Liaising with senior management if there are concerns about the performance of any member of the department.
  - Assisting the Principals, as required, in the recruitment of members of staff to the Maths department.
  - Liaising with the Vice Principal (Staff and Curriculum Operations) over the deployment of teaching staff.
- Responsibility for devising the teaching programme of the department and ensuring that the programme is appropriately followed by all members of the department. This includes
  - Choosing the specification to be followed by teachers within the department and ensuring that the specification chosen is appropriate for any public examination for which the students are to be entered.
  - Analysing the needs of students, the resources of the department and planning effectively to support student progress



- Devising detailed schemes of work for all year groups.
  - Undertaking work scrutiny, observations etc. to ensure schemes of work and specifications are being taught effectively by all teachers in the department.
- The Head of Maths (7-11) has a general responsibility for preparing/completing all departmental documents and undertaking all departmental administration. This includes:
  - Writing schemes of work, departmental development plans and departmental policies, minutes of meetings and reviews of examination results.
  - Submitting examination entries for the department to the examinations officer.
  - Submitting and managing the budget of the department.
  - Developing and maintaining the relevant sections of Firefly/One Note/Teams (or equivalent virtual learning environments), along with the use of other forms of interactive and digital technology,
- The Head of Maths (7-11) has responsibility for the academic progress and achievement of students in the department. To this end they will:
  - Collate and submit predicted examination grades for tracking procedures.
  - Oversee setting and marking of progress tests and mock exams.
  - Ensure discussion of student progress and development and review of appropriate action plans, as a regular feature of departmental meetings (including monitoring the progress of different student cohorts such as gender, EAL, SEN and most able).\_
  - Oversee the calibre and consistency of assessments, feedback, report writing and grade predictions across the department.
- Organise and where appropriate run additional clinics, revision sessions, both to stretch and extend the most able and to help students who are struggling.
  - Organise and where appropriate run academic enrichment sessions such as Plus or Oxbridge in their subject area(s).
  - Develop opportunities for students in their department to enrich their learning beyond the curriculum through opportunities to attend lectures, talks and workshops.
  - Share a general responsibility to ensure the academic, moral and physical welfare of all students within the department.
- As part of fulfilling all the above responsibilities, the Head of Maths (7-11) will be expected to take part in a variety of meetings
  - Convening regular departmental meetings, with all staff in the department. He/she must ensure minutes are taken and the minutes sent to appropriate heads of section.

- Meeting periodically with members of the 7-11 Senior Leadership Team to review departmental development plans and examination results (usually in August/September and again in January).
- Attending meetings with colleagues, parents or other appropriate persons to discuss the welfare and academic progress of students.
- Heads of Department are senior members of staff and will have a general duty to contribute to the academic management of the school, including attending meetings organised by the Principal and Vice Principals, or other senior members of staff for this purpose.
- Heads of Department, along with other senior members of staff are expected to be available for meetings and for giving advice to students and parents between the publication of examination results (A Level and GCSE) and the start of the Autumn Term. As such, they must be available for all centrally scheduled meetings in this period and be available to contact at all other times (within the working day).
- The Head of Maths (7-11) plays an important role promoting the department e.g. at Open Events; as part of the progression programme; providing taster sessions for potential students; and maintaining up to date information on the subject for potential students (e.g. on website).

## **The person**

The successful candidate will

- Be an experienced and successful Maths teacher in years 7-11, who is respected as a classroom practitioner and can lead their team by example.
- Demonstrate a commitment to improving teaching and learning across the Maths department, engaging with appropriate CPD and keeping abreast of developments and initiatives in Maths teaching in the educational world.
- Have a high level of familiarity and expertise with examination specifications and assessment. Experience as a GCSE Maths examiner is desirable, although not essential.
- Be an effective administrator, capable of planning, implementing and reviewing all administrative procedures related to the Maths department and wider school requirements.
- Possess the analytical and data-tracking skills necessary to evaluate departmental performance and improve student progress.
- Be an effective team leader and builder, able to support and facilitate the professional development of teachers in the department.
- Be able to manage and prioritise their own working life, balancing departmental responsibilities alongside other professional responsibilities in the school.

## **Form tutor**

The role of Form Tutor involves:

- Being a tutor for a group of approximately 15 students.



- Taking on the full range of pastoral, academic and administrative responsibilities associated with the role.
- Being fully involved in the extra-curricular and activities programme for students in the section of the school where you are form tutor.

## Necessary qualifications

All applicants will be expected to have a good degree in Mathematics or a related subject and be able to demonstrate their teaching ability. d'Overbroeck's does not require that its staff possess a PGCE or equivalent formal teaching qualification, though most members of staff do in fact have an appropriate qualification.

## Salary and pension

d'Overbroeck's has its own salary scale (comparable to, or above the national scale) and pension scheme. Remuneration for this post will include an allowance above the main teacher scale for head of department and (if relevant) form tutor responsibilities.

Teachers at d'Overbroeck's also benefit from:

- free cooked lunches during term-time
- discounted membership rates for a nearby sports and leisure club
- access to 'We Care' medical and counselling services
- participation in the 'Cycle to Work' scheme
- fee discounts for children of staff attending d'Overbroeck's School

## Further information

If you would like any further information at this stage, please feel free to contact Alastair Barnett, the Senior Vice Principal, on 01865 688600 or [alastair.barnett@doverbroecks.com](mailto:alastair.barnett@doverbroecks.com).

## Applications

Applicants should complete the Form entitled Application for a Teaching Post which can be downloaded from the web-site [www.doverbroecks.com/posts](http://www.doverbroecks.com/posts). The Application Form, full Curriculum Vitae and a covering letter should be emailed to [HR@doverbroecks.com](mailto:HR@doverbroecks.com) and a signed copy sent to Heather Bates, Human Resources, d'Overbroeck's, 333 Banbury Road, Oxford OX27PL.

Please apply as soon as possible, but no later than **Wednesday 8<sup>th</sup> December 2021**.

Short-listed applicants will be notified of the interview arrangements as soon as possible after the application deadline and we aim to interview before the end of term. Please also note that we reserve the right to shortlist candidates for interview and potentially make an appointment prior to this date.



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