

# Job Description

## Head of Mathematics

*Sherborne Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

Sherborne Prep School is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

<b>Job Title:</b>	<b>HEAD OF MATHEMATICS</b> <b>(Part time 0.6 to full time applications considered)</b>
<b>Location:</b>	Sherborne Prep School
<b>Line Manager:</b>	Senior Deputy Head (Academic), Sherborne Prep
<b>Salary:</b>	<b>Range from SPS4 to SPS6</b> , dependent upon qualifications and experience, plus Head of Department allowance. Salaries are payable in arrears on the last banking day of the month directly into nominated bank account.
<b>Holidays:</b>	Teachers are entitled to take holiday during the usual Sherborne Prep School holiday periods; holiday cannot be taken during Sherborne Prep School term time. In addition, teachers may be required by the Head, upon reasonable notice, to work for varying short periods after the end and before the beginning of any term.
<b>Medical Fitness:</b>	Any offer of appointment will be conditional upon the provision of a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
<b>References/Police Check:</b>	As Sherborne Preparatory School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to receipt of a satisfactory criminal record check from the Disclosure and Barring Service (a "Disclosure") before the appointment is confirmed. This will include details of cautions, reprimands or final warnings. This post is also subject to receipt of two satisfactory written references, one of which must be your last employer.

## **Post-holder's**

### **Responsibility:**

You share with all School staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

## **The Role**

Sherborne Prep School seeks to appoint an outstanding Head of Mathematics to lead a vibrant and engaging Maths programme to stretch and challenge our pupils whilst establishing confidence, independence and problem-solving skills. The ideal candidate will be able to inspire pupils in the learning of mathematics, provide a stimulating learning environment and have the passion to deliver an outstanding educational experience and be fully immersed in the life of the school.

We would welcome applications from those who would consider a part-time (minimum 0.6) or full-time position.

Sherborne Prep is a vibrant independent 3-13 day and boarding school which celebrates childhood through a broad and stimulating curriculum. Based in the beautiful rural town of Sherborne in Dorset, the School prides itself on nurturing happy, enthusiastic and independent children and seeks to instil six core values: kindness, perseverance, awareness, generosity, honesty and independence. The School recently merged with Sherborne School and became part of the Sherborne School Group.

If you think you have the warmth, energy and enthusiasm to achieve outstanding outcomes and infuse children with confidence and enjoyment of Maths, then we would love to hear from you.

## **Expectations of a Head of Department at Sherborne Prep School**

Heads of Department play a leading role in pursuing the objectives of the School, which include an expectation that:

- All pupils will aspire to discover and achieve excellence
- All pupils will thrive in our care through nurture, support and challenge and be able to make the very best of the Sherborne Prep School experience

Heads of Department at Sherborne Prep are expected to manage their departments through effective leadership and monitoring, enabling and encouraging all members of their department to work together towards common goals.

In order to achieve this, a Head of Department will need to undertake specific tasks. These tasks are likely to include most or all of those listed below, but this list is not exhaustive.

### **Key areas of responsibility:**

#### **Operational and strategic planning**

- To oversee day to day management, control and operation of curriculum provision within the subject
- To develop and review schemes of work, resources, assessment and teaching and learning strategies
- To actively monitor and follow up pupil progress
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have relevance to the needs of the pupils and to the aim, objectives and strategic plans of the school
- Writing in collaboration with relevant colleagues a Department Development Plan
- Keep abreast and meet requirements of existing, new and changing legislation (e.g. Health and Safety, Risk Assessment etc)

#### **Learning, curriculum and assessment**

- To develop a positive learning culture which fosters passion and enthusiasm
- To develop Schemes of Work, plan and teach the subject across the school
- To teach a timetable commensurate with the responsibilities of this and other roles
- Develop, embed and advance the use of IT in the curriculum
- Monitoring the performance of the department through self and pupil assessment, pupil and parental feedback and pupil achievements
- Establishing and implementing clear departmental practices for assessing, recording and reporting on pupils' achievement (in line with School Policies) and using this information to recognise achievement and to assist pupils in setting targets
- Using data effectively to identify pupils who excel in the subject or are under-achieving and delivering effective support for those pupils
- Ensuring effective preparation for Future Schools' entrance examinations and subject specific scholarships in collaboration with teaching staff and the Head of Scholarship
- Coordinating internal examinations and assessments for the subject
- Contributing opportunities for SPS Scholars / Award holders
- Ensuring effective use of further resources such as the Library, ICT Room, Outdoor Learning, etc
- Organising Department trips, events, speakers and curriculum days as appropriate

#### **Management and support of the department team**

- To promote teamwork and motivate staff to ensure effective working relationships and act as a positive role model
- Providing pastoral and professional support for colleagues, including taking a lead in supporting their professional development

- Supporting new members of staff in line with the School's Induction procedures
- Monitoring the quality of teaching and taking a proactive approach to address any concerns
- Chairing and running regular departmental meetings, and attend other staff meetings as appropriate
- Advising the Senior Deputy Head (Academic) on the efficient and effective deployment of staff
- Overseeing and supporting Teaching Assistants, ancillary staff, Librarians, technicians etc
- Support staff to ensure quality cover work is set in their absence
- Ensuring that matters of routine administration are carried out efficiently

#### **Development and maintenance of department resources**

- Liaising with SLT to ensure delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the strategic plan
- Monitoring of classrooms, stock, apparatus, equipment etc.
- Keeping abreast of national developments in the subject and its assessment
- Creation and maintenance of a Departmental handbook
- Managing the Departmental budget

#### **Representing and promoting the department within and beyond the school**

- To communicate effectively with colleagues and parents to ensure positive partnership
- To be responsible for displays and noticeboards for the subject around the school
- Supporting the Marketing department by providing content for newsletters, advertising and social media
- Representing the subject to the Senior Leadership Team as required
- Handling subject specific parental enquiries
- Liaison with fellow departments including at Sherborne School, Sherborne Girls etc.

#### **Person Specification**

We are looking to appoint a person who in interview and by virtue of their qualifications and experience best demonstrates that they have:

- The ability to inspire pupils, parents and staff with a love of Mathematics and support them to reach the highest possible standards
- An exceptional aptitude to work with children across a wide range of age and ability
- The ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence
- The ability to generate enthusiasm for the work of the maths Department
- The commitment, competence, stamina, energy and professionalism necessary to fulfil all professional duties
- Excellent communication and interpersonal skills
- A good sense of humour

## **Skills, Qualifications and Experience**

### **Essential**

- A Degree and Qualified Teacher Status
- An experienced, inspiring and effective teacher with evidence of first-class teaching skills
- The ability to set high expectations and a commitment to raising standards of all pupils' achievements
- A highly skilled communicator who has energy, empathy, warmth and good humour
- Someone highly motivated to inspire children and deliver an exceptional learning experience

### **Desirable**

- Sport and/or Co-Curricular experience (desirable)
- Experience of a range of Key Stage teaching (desirable)

## **Terms and Conditions**

### ***Non-Smoking Policy:***

It is the policy of the Sherborne School Group (encompassing Sherborne School, Sherborne International, Sherborne Preparatory School, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external; this includes company vehicles. This policy applies to all employees, contractors and visitors.

### ***Pension:***

The School will automatically enrol the post-holder into the Teachers Pension Scheme. Further details may be obtained from the Head of Human Resources (Sherborne School Bursary). Further details may be obtained from the Head of Human Resources (Sherborne School Bursary).

### ***Sports Centre Membership:***

Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees, subject to the facilities being open.

## **METHOD OF APPLICATION**

To apply, please complete the online application form via the 'Quick Apply' button on TES and submit by the closing date. Alternatively Please complete the Sherborne School Group Application Form and return it to [hr@sherborne.org](mailto:hr@sherborne.org) by the closing date.

Closing date for applications / letters of interest: ***9:30am on Friday 26 May 2023***

Interviews are likely to take place: **Thursday 8 June 2023**

PLEASE NOTE ON YOUR APPLICATION IF YOU ARE UNAVAILABLE ON THIS DATE.

Anticipated Start Date: September 2023 or January 2024.