



**Wilmington Grammar School for Boys**

**Head of Mathematics**

**(with possible additional responsibilities based  
on experience)**

**Salary: MPS/UPS (including Fringe allowance) and TLR1c  
(£10,719)**

**September 2023 Start**





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# The Post

## HEAD OF MATHEMATICS: WILMINGTON GRAMMAR SCHOOL FOR BOYS

Wilmington Grammar School for Boys is seeking to appoint a dedicated and passionate Head of Mathematics. This is an exciting opportunity for an established and enthusiastic teacher to develop their career to the next level and to take the department forward.

The ideal candidate will be totally dedicated to raising standards, encouraging a passion for Mathematics and developing expertise in their department.

We are particularly keen to attract candidates who are well established in their teaching career.

The department has achieved strong results for a number of years.

Our ideal candidate will display:

- A passion for Mathematics and be able to lead, inspire and encourage both staff and students.
- Experience in teaching classroom Mathematics at different Key Stages with a good curriculum knowledge and understanding of GCSE and A-Level requirements and be able to inspire students to achieve their highest potential.
- A willingness to contribute to the school's diverse extra-curricular programme

Wilmington Grammar School for Boys is a Good school with a strong track record of achievement. We are part of the Endeavour MAT family of schools, and we pride ourselves on setting consistently high expectations, securing exceptional outcomes and delivering high quality standards of teaching and learning for all.

As an employee of Endeavour MAT the successful candidate will benefit from strong career development opportunities, a transparent pay structure and fantastic colleagues.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

***Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.***

***All offers of employment are subject to an Enhanced DBS check.***

# School Vision and Values

WGSB promotes the fundamental British values of democracy, the rule of law, and mutual respect and tolerance of those of different faiths and beliefs.

**Personal Excellence** is an aspiration for all students in order to fulfil their potential. This is achieved in WGSB by providing a personalised and appropriate curriculum with high quality teaching and learning opportunities and the setting, monitoring and support of challenging but realistic personal targets. WGSB encourages whole child enrichment and will provide varied opportunities and dedicated support for students to develop their individual personal skills and talents.

**Respect & Friendship** is the foundation of the cheerful and secure culture that exists at WGSB. Students, staff and all who represent the school community will be expected to value and care for themselves and each other. Students will learn about and experience a variety of historical and contemporary spiritual, cultural and religious beliefs. The school community will actively support those who are less fortunate than ourselves. We are proud of the harmony which exists amongst our multi-cultural intake.

**Innovation & Creativity** are two of the key core attributes that determine an outstanding performance in our modern society. WGSB will continually strive to develop and improve the highest quality of learning that it can provide for its students by introducing appropriate, outstanding, educational practice from national and international sources. Students in turn will be provided with many opportunities to develop and demonstrate their own innovation and enquiry skills, leadership, self-reflection and creativity throughout their school career.

**Determination** is a characteristic that will develop self-belief and the resolve to succeed. The determination of WGSB to provide an outstanding educational experience to its students can only be matched by the fortitude of those same students to utilise the opportunity.

**Equality for all** WGSB will ensure provision is made for the same high quality education irrespective of ability, age, gender, race or religion. Students will be expected to demonstrate the same ethics themselves.



# Job Description – Head of Mathematics

## **Overall Job Purpose**

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Trust.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.

## **Main Duties and Responsibilities**

To meet all requirements as appropriate of the Teachers' Standards.

### **Teaching & Learning:**

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written/verbal and diagnostic feedback within the guidelines of the department

### **Operational / Strategic Planning & Quality Assurance:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students
- To contribute to the Curriculum Area/Department's development plan and implementation.
- To contribute to enrichment activities
- To contribute to the whole school's planning activities

- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the faculty/subject area in line with school procedures

#### Curriculum Provision and Development:

- To ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining awarding bodies and our Aims and Strategic Objectives.

#### Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

#### Communications:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

#### Care Guidance and Support:

- To be a Form Tutor to an assigned group of students and to contribute to Tutor time and other tutor based curriculum activities
- To promote the general progress and well-being of individual students and of the Tutor Group
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition during their employment.

# Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Good degree and teaching qualification</li> <li>• Qualified teacher status</li> <li>• Evidence of professional development relevant to the role</li> </ul>	
Experience and skills	<ul style="list-style-type: none"> <li>• Experience as a classroom teacher in a secondary setting</li> <li>• An excellent classroom practitioner</li> <li>• Understands how and believes they can improve student outcomes</li> <li>• Excellent understanding of assessment processes and how to use these to support planning and raise student achievement</li> <li>• Experience of working with other teachers and supporting professionals to extend their understanding of educational issues</li> <li>• Ability to lead own professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to offer another subject</li> <li>• Ability to lead an extra-curricular activity</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Knowledge of current curriculum development in their subject</li> <li>• Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged</li> <li>• Sound understanding of personalising the educational experience for students</li> <li>• To be able to effectively interpret, analyse and use data</li> <li>• Excellent interpersonal and communication skills (including written, oral and presentation)</li> <li>• Excellent organisational skills</li> <li>• Preparedness to challenge under performance</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and mentoring skills</li> </ul>
Special aptitudes	<ul style="list-style-type: none"> <li>• Strong written communication</li> <li>• Effective behaviour management</li> <li>• Reliability and integrity</li> <li>• Capacity to work hard, under pressure, to meet deadlines</li> <li>• A good record of attendance during the last two years</li> <li>• Adaptable and amenable with respect to working practices</li> <li>• Possesses a Growth Mind-set</li> </ul>	



# What We Can offer You

As well as offering a competitive salary: a supportive working environment; modern facilities; allocated parking space; use of school gym and a collegial staff team, we can also offer you the opportunity to advance your career with us.

You will be joining an Academy Trust already established in developing practitioners, and nurturing excellent future leaders, with unrivalled opportunities for progression; whatever your aspirations are as a senior leader.

A significant reward of working within our Trust schools is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic and our supportive culture provides what many of our existing staff describe as a 'family feel' within our MAT.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working within one of our Trust schools, some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- As a Trust with both selective and non-selective schools, staff secondment opportunities are available
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. Art classes, Book Club and Sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Thailand, Spain, Winter Sports in the USA etc.
- A policy of promoting from within (where possible).
- Access to coaching and mentoring and an assortment of intra school and Trust to Trust collaborative opportunities



# Application Process

The closing date for applications is midday on Wednesday 24<sup>th</sup> May, although applications will be processed as they arrive, and an early appointment may be made beforehand. Interviews will be held on Friday 26<sup>th</sup> May 2023.

Please submit your application via the Vacancies page on the Wilmington Grammar School for Boys website: [www.wgsb.co.uk](http://www.wgsb.co.uk)

Applications should include a supporting statement explaining how you meet the person specification and why you consider yourself to be an ideal candidate for this post.

We would encourage you to visit our school prior to an application. Please email Emma Edwards at [eedwards@wgsb.co.uk](mailto:eedwards@wgsb.co.uk) to make the arrangements.

**Please note we will assess applications as they arrive and reserve the right to close the application process early.**