



Sir William Borlase’s Grammar School, a member of Marlow Education Trust, is a selective-entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire.  The school is heavily oversubscribed, having an excellent academic record, placing well on a variety of national league tables. Standards of attainment are well above average. The school also has a justifiably high reputation for its outstanding Sixth Form and the very impressive performance of its school sports teams, performing arts and for its extremely strong and vibrant STEM extra curricular activities.

**Head of Department**

**Permanent Full Time TLR 1B (tbc on interview)**

**Required for January 2020**

A rarely-available opportunity has arisen at Sir William Borlase's Grammar School for an inspirational Mathematics specialist to lead this outstanding Department. The successful candidate will demonstrate a dynamic and creative approach to teaching, a passion for the subject and the necessary skills and vision to enhance further the excellent teaching and learning within the department.

You will be responsible for leading and managing a large team of experienced and dedicated teachers, and have the ability to provide clear, effective guidance to colleagues, developing their teaching practice as well as maximising standards of student attainment.

The Maths department achieves consistently excellent GCSE and A Level results. This year achieving 27% Grade 9 at GCSE and 35% A\* at A level. Students go on to study Mathematics and related subjects at Oxford, Cambridge and other Russell Group Universities. Maths is *the* most popular A Level for boys and girls with many taking Further Maths and STEP papers.

**For an application form please visit**

**www.swbgs.com**

**and click on Job Vacancies**

**or email asummerfield@swbgs.com for more information**

**Closing date 20th September 2019**

*Applications submitted via email should be sent to Mrs Anna Summerfield at* [*asummerfield@swbgs.com*](mailto:asummerfield@swbgs.com)

**The school is fully committed to the DCSF guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.**

**The Mathematics Department**

Our Mathematics Department is a vibrant learning environment where extremely large numbers of students study Mathematics and Further Mathematics in sixth form, and there is a wide range of extension and enrichment opportunities throughout the key stages. We work hard to ensure that all students enjoy their mathematics and appreciate the creativity and beauty inherent within the subject, as well as its power to develop their problem solving skills.

The department currently consists of ten fully qualified mathematics teachers. The Head of Department will have the support of two Maths Heads of Key Stage. We have the expertise to teach all levels of mathematics and we are fortunate that we have extensive experience of all aspects of Further Mathematics and Oxbridge preparation within the department.

Our results over the last 10 years have been outstanding and in 2019 we gained 27% grade 9s at GCSE, and 80% grade 9-7. Two classes take additional qualifications – OCR Additional Maths and AQA Further Maths which are enjoyable and successful. At A level in 2019 we achieved 35% A\* and 81% A\*/B at A level in Mathematics (105 students) with Further Mathematics achieving 100% A\*/B. We are a Teaching School so regularly have trainees in the department and our proud of record of producing well-trained, successful teachers.

**Extra Curricular Activities**

* STEP class after school weekly, for sixth form students to attend who are considering the study of mathematics at university.
* UKMT challenge at all levels, taken by about 450 of our students each year.
* External competitions – both UKMT and others
* External speakers brought in
* Student led mathematics society – senior and junior
* Sixth Form students mentor programme
* Drop in support for all students

**Head of Mathematics Role**

**Overview**

We are looking for a dynamic and inspirational Mathematics specialist to lead this professional and successful department. They will be an outstanding teacher in their own right and committed to further developing our Year 7-13 curriculum. The position offers an exciting opportunity for someone looking to progress their career in school leadership and lead Mathematics in a large school.

The successful candidate must be able to teach A Level Mathematics. The ability to teacher Further Mathematics would be desirable. They should have strong interpersonal and communications skills, a proven track record of leadership of Mathematics and be able to demonstrate successful results/value added from their own classes. The department style is collaborative and we are looking for a candidate with a genuine interest in managing colleagues at all stages of their careers.

The successful candidate will have the desire for Mathematics to continue to be a high profile subject in the school and a clear vision of how the subject and department can be the best amongst similar schools locally, and contribute nationally. They will have strong organizational skills and be committed to the extension and enrichment of mathematics for students.

**Main duties and responsibilities of Head of Department in addition to teaching duties:**

* Being responsible for maintaining and developing teaching and learning standardsin the department including conducting learning walks, sharing best practice and supporting staff during lessons when appropriate.
* Managing the colleagues in the department, setting suitable targets in performance management and delegating appropriately to the heads of key stage within the mathematics department.
* Being responsible for promoting best practice in managing Behaviour for Learning in the Mathematics Department and supporting staff as appropriate.
* Developing and maintaining effective methods of communication to parents and responding to queries in a sensitive and positive way.
* Creating an effective team by promoting collective approaches to problem-solving and curricular developments through collaborative planning and resource sharing.
* Chairing and producing agendas and minutes for effective department meetings, informing relevant members of staff about discussions and decisions.
* Implementing school assessment and target -setting policies and monitoring and evaluating achievement and attainment of pupils.
* Leading and contributing to the production, review and revision of the department schemes of work.
* Preparing work for absent departmental colleagues who have been unable to do so.
* Attending Heads of Department meetings and Middle Leader Training.
* Managing departmental stock, resources and finances effectively and efficiently.
* Overseeing and monitoring public examination entries and in conjunction with the Examinations Officer.
* Leading the Department in preparing students for university selection interview
* Providing suitable tests and marking late entry applications
* Assisting in enhancing the professional development and aspirations of colleagues.
* Keeping up-to-date with developments and new ideas related to the subject.
* Ensuring the Department maintains a vibrant, stimulating Learning Environment
* Ensuring appropriate extension and enrichment activities take place in the department, for example UKMT maths challenge, educational visits, arranging speakers, taking students to competitions.
* Marketing the mathematics department to prospective parents and students by organising the Open Evening and Sixth form Open Evening activities

**Note:  The Head of Mathematics will also be a Form Tutor**

**Person Specification**

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| **Essential** | **Desirable** |
| **Education:**   * Qualified Teacher Status * Good honours degree in related subject | **Education:**   * Evidence of further study in mathematics or pedagogy |
| **Skills and Knowledge:**   * Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum * Excellent wider subject knowledge in Mathematics * Computer literate * Fluency in use of ICT to enhance teaching and organisation * Ability to use data to identify strengths and address under-achievement * Good analytical and strategic thinking skills * Setting high standards for others and ensuring goals are achieved * Ability to inspire, empower and harness the talents of teachers in the department to maintain an outstanding Mathematics Department. | **Skills and Knowledge:**   * Advanced spreadsheet/word skills * Interest in research in teaching and learning * Recent professional development |
| **Experience:**   * Strong teaching ability, backed up by good and outstanding ratings in ALL Key stages. * A proven track record of measurable impact as an individual teacher and at departmental level * Experience of leading a department or having responsibility within a department * Use of innovative approaches to the development of teaching and learning | **Experience:**   * Experience of contributing to the development of staff and resources * Evidence of reporting to governors and leadership * Experience of managing budgets |
| **Other:**   * A strong moral purpose and drive for continuous improvement * Evidence of good relationships with young people and adults * Motivated, enthusiastic and flexible * Excellent interpersonal skills * A desire to develop yourself and those around you as individuals * Ability to work under pressure * Excellent record of attendance and punctuality * Commitment to offering wider opportunities to enhance, extend curricular learning in Mathematics | **Other:**   * Willingness to offer additional extra-curricular opportunities to students * Keenness to develop leadership/management skills within the school |