



SHERFIELD SCHOOL

Nursery • Junior-Prep • Senior-Prep • Senior • Sixth Form

Head of Mathematics

**Salary : Undisclosed (competitive depending on
experience and qualifications)**

*(final package including relocation costs to be discussed with selected
candidates. Interested candidates are encouraged to contact the Headmaster
for an informal discussion)*

Permanent Post



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Head of Mathematics – required for September 2020

Sherfield School is an independent, co-educational day and boarding school of approximately 410 pupils from 3 months to 18 years. Sherfield School is set in 76 acres of beautiful Hampshire countryside close to Reading and Basingstoke. The School has a forward thinking educational vision, a growing Sixth Form, impressive GCSE and A Level results and an ambitious development programme.

We are seeking to appoint a committed, inspirational and dynamic leader for this key leadership post. We require a lead professional who has breadth of vision, creativity, energy and motivation to lead the development of learning and teaching in mathematics at Sherfield School. The post offers an unrivalled opportunity for the successful candidate to develop innovative practice in teaching and learning, further develop curricular and co-curricular experiences and meet the challenge of raising pupil performance in a key subject area. In particular we seek to appoint a leader who will relish the opportunity to work with a dedicated team of professionals and inspire pupils to achieve their potential. They will work closely with the lead for Prep mathematics and ensure that there is clear progression in the delivery and experience of learning through mathematics across the school, leading to outstanding outcomes at GCSE and A-level.

Applications are welcome from experienced and enthusiastic candidates seeking promotion and existing middle leaders. Whether you have experience of independent education or are simply seeking a change from the state education sector, this role certainly provides a superb opportunity for a leader with a passion for Mathematics.

All candidates are required to complete an application form in full. Please note that applications must be made on the School's application form and accompanied by a covering letter of no more than two sides of A4.

If you require any further details, would like an informal discussion with the Headmaster or wish to visit the school, please contact Danielle Bishay, Headmaster's PA via email: d.bishay@sherfieldschool.co.uk.

To apply, please send your letter and Sherfield application form via post to: Danielle Bishay, Sherfield School, Sherfield on Loddon, Hook, and Hampshire, RG27 0HU **OR** electronically via e-mail: d.bishay@sherfieldschool.co.uk.

Closing Date for Applications: midday, Monday 30th March 2020
Interviews will be held on Thursday 2nd April 2020

Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.



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POST TITLE: HEAD OF MATHEMATICS

Reporting to:	Headmaster
Liaising with:	Curriculum and pastoral leaders, SLT, other teaching staff, support staff, parents and pupils, external agencies where applicable
Working time:	FTE
Salary/Grade:	Undisclosed (to be discussed with successful candidate)
Disclosure Level:	Enhanced DBS with children's barred list check

PURPOSE

- As a core subject leader, you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery and is fully committed to raising attainment across all key stages.
- To lead the development of learning and teaching of mathematics across the school.
- To support and mentor other colleagues to improve their delivery and practice in mathematics.
- To develop a clear understanding of how to develop numeracy across the curriculum and throughout the different key phases of the school.
- To lead INSET on the delivery of numeracy and mathematics.
- To support SLT and HoDs in raising standards of pupil attainment and achievement within teaching groups and to monitor and support pupil progress in line with the expectations of the school.
- To accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations.
- To be accountable for pupil progress and development within teaching groups against targets set by the school using prior attainment data.
- To provide support and intervention for pupils at risk of under-achieving.
- To participate in collaborative planning and sharing good practice with other members of the department.
- To contribute to the development of the curriculum area and subject specific resources.

SCHOOL ETHOS

- To share in the corporate responsibility for the well-being and discipline of pupils. To be responsible for the welfare, care, learning and all round development of pupils.
- To support the school aims, ethos and policies.



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- To provide leadership in promoting the ethos of the school to pupils, parents and the wider community.
- To develop an attitude of high inspiration and achievement in the pupils.
- To act as a role model to pupils through professional conduct reflecting our expectations of high standards of appearance and courtesy by the pupils.

RESPONSIBILITIES

- You will demonstrate good or outstanding performance against the national teaching standards.
- To assist in leading and inspiring the team of committed staff to develop outstanding pedagogy and strong pupil outcomes in the delivery of mathematics and numeracy.
- You will inspire our pupils, stakeholders and employer partners by understanding national standards within the subject areas and ensure that these are followed.
- To plan and execute a diverse programme that meets individual learner needs within this subject.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- Every member of staff has a duty to commit to the safeguarding, happiness and welfare of all pupils at the school.
- To participate in staff programmes for training, in particular safeguarding and Health and Safety and disseminate information.

OPERATIONAL / STRATEGIC PLANNING

- Lead the development of mathematics and numeracy across the school, with a clear focus on attaining high quality outcomes for pupils.
- Ensure an appropriate curriculum is delivered and provides engaging experiences for pupils. This will involve working closely with the lead for prep mathematics and also leading the curriculum across the senior age range.
- Develop impactful assessment procedures and ensure pupil progress is tracked effectively, with clear interventions for underachieving pupils.
- To actively monitor and mentor pupil progress through effective classroom interventions (including key groups: SEND, PP, G&T).
- To implement school policies and procedures.
- To lead and work with colleagues to help develop plans for developing numeracy and mathematics which have coherence and relevance to the needs of pupils and the aims, objectives and strategic plans of the school.

CURRICULUM PROVISION AND CONTRIBUTION TO TEACHING & LEARNING

- To lead the delivery of appropriate high quality lessons in mathematics and numeracy in line with department curriculum plans.
- To enable the department to provide outstanding teaching to create a vibrant and distinctive culture for learning for young people interested in this subject.



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- Supporting and motivating pupils to allow them to grow and enhance their own skills in both achieving qualifications and work readiness.

CURRICULUM DEVELOPMENT

- To contribute and lead within numeracy and mathematics, and across the school where applicable, to the development of an engaging and challenging curriculum which meets the needs of the pupils.
- To lead the department in developing high quality schemes of work.
- To keep up to date with national developments in the subject area(s) and regularly review teaching practice and methodology.
- To ensure literacy, numeracy and communication skills are reflected and promoted within lessons where appropriate.

STAFF DEVELOPMENT

- To be reflective on own practice and work collaboratively with line manager to identify development needs and participate in annual performance management (and interim review(s)) as part of an active programme of Continuing Professional Development (CPD).
- To participate in the interview process for new posts where applicable.
- To share best practice and promote collaborative teamwork which can motivate and inspire colleagues.
- To share best practice with other departments in order to promote high standards throughout the school.
- To share best practice with all staff where applicable.
- To support heads of department and phase leaders in developing high quality programmes of learning for numeracy development.

QUALITY ASSURANCE

- To support the HoD in QA including the monitoring of lessons and analysis of performance of data.
- To support the target setting/monitoring for each individual pupil within teaching/tutor/mentoring groups in order to maximise attainment.
- To support in the co-ordination of department self-evaluation and to seek and implement modifications when required.
- To support in the development and review of department improvement plans, specifically related to numeracy and mathematics.

RECORD KEEPING, ANALYSIS AND MANAGEMENT OF DATA

- To keep up to date with, and regularly mark pupil work in line with established school (and department) policy.
- To maintain records of pupil attainment and ensure that the school information system is up to date with relevant data.



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- To be actively aware of current attainment (levels/grades) achieved by each pupil.
- To identify and take appropriate action on issues arising from data, systems and reporting.
- To produce accurate pupil reports within the published deadlines.

COMMUNICATIONS

- To communicate effectively and positively with pupils and parents, in line with the school's communication policy.
- To liaise with examination boards, awarding bodies and other relevant external bodies as and when appropriate.

MARKETING AND LIAISON

- To attend parent consultation evenings, parent tutor meetings, open evenings and other school events.
- To communicate positively and professionally at these events, reflecting school policy and ethos.
- Supporting partnership events with key stakeholders including pupils, parents, employers, schools, further and higher education establishments.
- Engaging with employers to develop learner employability skills, ensuring work related learning experiences are at the core of the curriculum.

MANAGEMENT OF RESOURCES

- To make effective use of physical resources within lessons/the department.
- To manage the available resources of space and equipment efficiently and within limits, guidelines and procedures laid down.
- To proactively engage with provision and use of the school website.
- To be responsible for aspects of requisitioning, organising and maintaining equipment, stock and keeping appropriate records.
- To maintain a stimulating, safe and tidy teaching area.

PUPIL WELFARE

- To monitor and support the overall progress and development of pupils.
- To liaise with the relevant pastoral leader regarding progress of pupils in teaching groups.
- To act as a tutor and carry out duties with the role as outlined in the tutor job description and to take an active part in the house system.
- To contribute to PSHE as required.
- To electronically register pupils in every lesson.
- To ensure behaviour management is applied consistently so that effective learning can take place.
- Responding effectively and immediately to safeguarding/child protection concerns raised by staff, pupils or brought to school's attention through other means.



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- Develop and maintain high standards of effort and discipline amongst the pupils by the use of school based rewards, agreed goals and sanctions as appropriate.
- Promote rewards and strategies for pupils making good/improved progress.
- Support colleagues in the consistent implementation of whole school policies, rules and procedures.

ADDITIONAL DUTIES

- To play a full part in the life of the school community, supporting others and supporting the school's distinctive ethos.
- To contribute to the overall progress, achievement and attainment of pupils via appropriate extra-curricular provision.
 - Teachers are expected to run at least one lunchtime club and at least one afterschool club. These can be academic societies, sporting or creative.
- Attendance at designated school meetings.
- School trips.
- To work within duty teams to ensure effective supervision of pupils before and after school and at break times.
 - Teachers will be expected to complete at least two school duties each week as per the termly duty rota.
- To contribute to the supervision of pupils at lesson changeover by:
 - Dismissing pupils in an orderly fashion at the end of the lesson;
 - Take responsibility for the area immediately outside of your teaching area;
 - Welcoming pupils promptly into lessons.

OTHER SPECIFIC DUTIES

- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To undertake any other duties as specified by the Head Master not mentioned above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is carried out in accordance with provisions of the School Teachers' Pay and Conditions document and within the range teachers' duties set out in that document. It is also advised that you make reference to the current Teachers Standards', published by the DfE.

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



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This job description is current at the date shown but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please refer to the school Child Protection Policy and other policies related to pupil welfare.



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PERSON SPECIFICATION

Head of Mathematics

Attributes	Requirements		Method of Evaluation/Testing
	Essential	Desirable	
Qualifications, Education & Training Honours Graduate in a Mathematics subject or equivalent. A higher degree in a relevant area of study Qualified teacher status A strong portfolio of relevant professional development	√ √ √	 √ 	Qualification Certificates & Application Form
Knowledge & Experience Outstanding classroom practitioner An excellent track record of teaching Successful experience of leading others in developing learning and teaching in numeracy and mathematics Successful experience of coaching and mentoring Experience of successfully delivering INSET training Experience of developing high quality schemes of work A clear understanding of how to relate mathematics and numeracy to real life contexts A proven track record of teaching GCSE and A Level Mathematics Evidence of the implementation of innovative ideas about learning and teaching which demonstrate impact A clear understanding and experience of strategies to improve experiences at all key stages for all abilities A high degree of competence in utilising a range of data to raise pupil performance	√ √ √ √ √ √ √ √ √	 √ √ 	Interview, Teaching, Application Form and Reference



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A clear understanding of how to develop learning skills through numeracy and mathematics	√		
A track record of motivating, enthusing and inspiring pupils through mathematics and numeracy	√		
Experience of contributing to successful co-curricular programme		√	
A willingness to get involved in the boarding life of the school		√	
Skills & Personal Qualities			Interview, Teaching, Application Form and Reference
Professional integrity and high expectations	√		
Warmth, sensitivity and a good sense of humour	√		
Excellent interpersonal skills, resilience, flexibility and the ability to work under pressure	√		
Ability to achieve a sensible work-life balance	√		