

ST GEORGE'S SCHOOL  
WINDSOR CASTLE

## INFORMATION FOR CANDIDATES

Position: Mathematics Faculty Coordinator  
April or September 2026

**The closing date for applications is 12.00 noon on Friday 9 January 2026.**

**Interviews will be held as soon as possible after the closing date.**

Early applications are advised. The school will review applications as they come in and reserves the right to make an earlier appointment.

# WELCOME

## TO OUR REAL WORLD READY SCHOOL

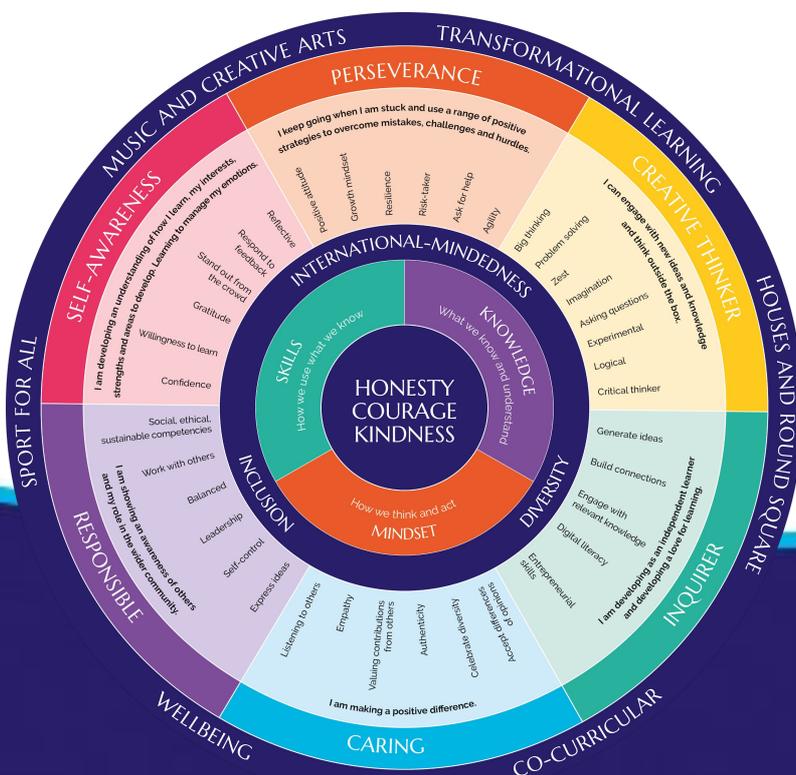
St George's School Windsor Castle is an award-winning day and boarding school for children aged 3–13, offering extensive facilities in a truly iconic setting at the foot of Windsor Castle.

The first standalone prep school in the UK to be designated an IB World School, St George's prides itself on combining a pioneering, world-class International Baccalaureate curriculum, with exciting opportunities to collaborate across the globe through Round Square, and a school-wide approach which prioritises mental wellbeing, nurturing children to be kind, resilient, inquisitive, internationally minded and *Real World Ready*.

Alongside an exceptional reputation for musical excellence, including a 675-year history of educating the choristers of the world-famous St George's Chapel in Windsor Castle, the school offers diverse opportunities across sport, performing arts, design and technology, both via the taught curriculum as well as through an exciting co-curricular programme, offering more than 80 activities across the year, ranging from scuba diving to street dance, cookery and Eco Club.

In its most recent inspection, the school was rated 'excellent' in all areas by the Independent Schools Inspectorate and, in 2023, won a Hieda Award in recognition of its proactive approach to mental wellbeing for both students and the wider school community. St George's was ranked as one of the top 100 independent schools in the world in the 2025 Spear's 500 Schools Index and shortlisted as Independent Prep School of the Year in both the 2024 Tes Schools Awards and the 2025 Independent Schools of the Year awards. The school values of kindness, honesty and courage permeate every aspect of school life.

We employ over ninety staff, all of whom contribute hugely to the success, warmth and happiness of the school and its students. If you would like to join us, read on. We very much look forward to receiving your application.



# POSITION

## MATHEMATICS FACULTY COORDINATOR

We are seeking a full-time, enthusiastic, engaging and reflective qualified maths teacher with vision and energy to join our exceptional staff team. We seek a teacher who leads by example, who can communicate clearly and effectively in the classroom, who has a real empathy for young people and a clear understanding of how children think and learn. Contribution to the co-curricular programme, plus cover and duties are essential as is the willingness to embrace the busy life of our progressive and happy school.

The role reports to the Head of Prep. The successful applicant will collaborate with the wider teaching team, and fully support the philosophy of inquiry-based learning.

Teachers are expected to:

- Be advocates of the core values of the school: kindness, honesty, courage and uphold the central vision and mission of the school.
- Teach and take full responsibility for the classes assigned and provide an academic and pastoral overview of each student.
- Perform break and lunch duties, and contribute to the co-curricular programme.
- Fully support the life of the Choristers of St George's Chapel, and understand the school's heritage as a choir school.
- Attend pre-term INSET days (up to 6 a year) and commit to the collaborative nature of the team at St George's.
- Commit to digital learning. The school has embraced Google Classroom as a tool for learning. All teaching staff are issued with Chromebooks and the school provides Chromebooks to students from Years 3 – 8.
- Fully support the learning ethos of the IB and display the core skills and IB Learner Profile, ensuring they become integral to the learning and teaching.
- Commit to St George's as a team player, ready to engage with colleagues as professional friends.
- Establish positive and proactive relationships with our parent body, reporting back on a frequent basis, and attending parents' evenings as required. Full written reports are provided at least twice a year.
- Join willingly and enthusiastically in the life of the school.
- Take on any other duties as may be agreed from time to time with the Head.



The above list is not intended to be exhaustive and staff may be expected to undertake other duties as reasonably requested by their faculty lead or a member of the Senior Leadership Team. Details of the terms and conditions of employment at St George's are to be found in the Staff Contract.

# POSITION

## KEY RESPONSIBILITIES

### Learning and Teaching

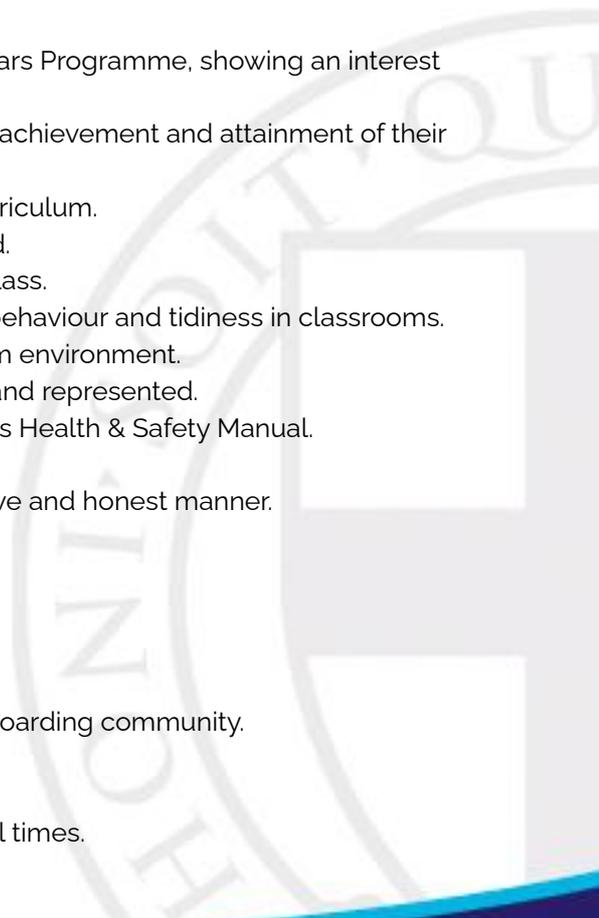
Teachers are accountable for the quality of learning in their lessons and they are responsible for:

- Developing a love of learning and inquiry in all students.
- Using schemes of work to plan outstanding, stimulating and creative lessons, where all learners are considered, and can contribute, progress and develop themselves.
- Monitor the teaching of Maths across the school, specifically, but not exclusively, teaching in Years 7 and 8.
- Ensuring appropriate, interesting and diverse resources are available to all students.
- Setting and marking classwork, prep and assessments.
- Work collaboratively with class teachers across the Primary Years Programme, showing an interest in the PYP and the links between Key Stage 2 and 3.
- Assessing, tracking and recording the development, progress, achievement and attainment of their students.
- Tracking baseline assessments and progression across the curriculum.
- Liaising closely with the Learning Enrichment Team as required.
- The general welfare and individual needs of students in their class.
- Outstanding class management, maintaining good order and behaviour and tidiness in classrooms.
- Maintaining an attractive, stimulating and welcoming classroom environment.
- Creating displays to ensure that every child's output is valued and represented.
- Health and Safety in their classrooms as detailed in the School's Health & Safety Manual.
- Developing a proactive and positive relationship with parents.
- Attending Parents' Evenings and reporting back in a constructive and honest manner.

### School-wide

All staff share responsibility by:

- Maintaining high professional standards at all times.
- Promoting and maintaining the reputation of the School.
- Supporting the work and life of the choristers, and in turn the boarding community.
- Providing cover for absent colleagues.
- Participating actively in the rotas of duties.
- Maintaining standards of student behaviour and discipline at all times.



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## KEY RESPONSIBILITIES

### The Tutor Group

As tutors, staff are responsible for:

- Developing a love of learning and inquiry in all students.
- Developing an outstanding relationship with every child, and focusing on getting to know them as an individual.
- The use of form and tutorial period time, including Registration and appropriate administration.
- Attending assembly with their form, and organising their form's assembly.
- Coordinating information on the academic, extra-curricular and pastoral programme of their students and liaising with subject teachers, Faculty Lead and parents.
- Maintaining records and files, including CPOMS.
- Writing comprehensive school reports.
- Encouraging individual members of the form in their extra-curricular activities.
- Delivering the appropriate PSHE course (or its equivalent).
- Organising and attending Parents' Evenings.
- Attending tutor meetings.
- The condition of the form room and appropriate displays in it.
- Maintaining proactive communication with parents.

### Co-Curricular

All staff play an active role in the co-curricular life of the school, including after-school activities and are responsible for:

- Running a minimum of 2 activities per week.
- Ensuring that all safety requirements are met and proper procedures followed (see the School's Health & Safety Manual), including producing risk assessments.
- Ensuring that all students are able to contribute to and benefit from the activity.
- Liaison within the staff in the school, including the Business Director, and parents.
- Attend events such as concerts, trips, Chapel and sports fixtures.



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# POSITION

## PERSON SPECIFICATION



### Education, Training and Qualifications

- A good honours degree in Mathematics or a Maths related subject (Engineering etc)
- Qualified teacher status either through a PGCE or via QTS

### Experience

- Maths teaching experience at secondary level, including scholarship preparation
- Experience of leading a subject initiative/programme in their current workplace
- Prepare students for their senior schools, to ensure there is cohesion between Year 8 and 9
- Experience of outstanding pastoral care
- Experience of effective use of IT for both learning & teaching and administrative use

### Skills

- An excellent practitioner
- Excellent IT skills
- A team player with commitment to sharing knowledge and collaboration with others
- A strong and determined commitment to individual student learning and wellbeing
- A strong and determined commitment to improving the experience of students at St George's
- An approach to life that inspires students, staff and parents
- Skills that can contribute to the co-curricular programme
- An attention to detail
- An interest in wellbeing and mental health
- An appropriate sense of humour
- Approachable, personable and supportive
- Collegial, reflective and collaborative
- Possess a growth mindset
- A willingness to share and learn from others
- A desire to improve and self-reflect
- An ability to take ownership and responsibility
- An ability to work calmly under pressure and adhere to deadlines
- Professional manner

St George's School Windsor Castle is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage/civil partnerships.

# POSITION

## SAFEGUARDING

**St George's School Windsor Castle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

All applicants must be willing to undergo child protection screening appropriate to the post. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced Disclosure and Barring Service check, satisfactory references, proof of identity and eligibility to work in the UK, a review of the applicant's social media presence and proof of qualifications.



## RENUMERATION

St George's has its own salary scale. Lunch is provided during school terms and parking is available on site. The school operates a defined contribution pension scheme.

All full time staff at St George's are entitled to apply for a means-tested fee discount of up to 50% for their child/children (subject to satisfying the admissions criteria and availability).

## HOW TO APPLY

Application forms can be found on the Staff Recruitment page of the school website. All completed forms should be submitted by email, marked for the attention of:

- **Kevin Wills, Senior Deputy Head**
- Sent to: [recruitment@stgwindsor.org](mailto:recruitment@stgwindsor.org)

**CLOSING DATE:** Forms should be received no later than **12 noon** on **Friday 9 January 2026**.

Interviews will be held as soon as possible after application closing date. Early applications are advised. The school will review applications as they come in and reserves the right to make an earlier appointment.

## OUR VISION

Students become 'Real World Ready'.

## OUR MISSION

To ignite inquiry, instil a passion for learning and foster our Christian values. Through inspirational teaching, children develop the mindset and skills to navigate life's opportunities and contribute to global society.

## OUR VALUES

Kindness | Honesty | Courage



"A liberal, outward-looking education delivered by bright-eyed teachers in a small and nurturing urban haven (plus castle)"



"A progressive school leading the charge in educational reform"



"The only standalone UK prep to offer the IB, St George's will surely lead with many novel ideas."