

**HEAD OF MATHEMATICS**



**SEPTEMBER 2020**

Abbey Gate College

**The College**

Abbey Gate College is the longest-running coeducational independent school in the Chester area, catering for circa 484 pupils aged 4-18 years. Set in the idyllic rural villages of Saighton and Aldford on the outskirts of Chester.

Our pupils are at the heart of everything we do.  We believe education is about building self-esteem, a love of learning and igniting a desire in all our pupils, to ensure they fulfil their academic and personal potential. We strive to guarantee our children leave Abbey Gate College as confident, articulate, respectful and happy young high achievers.

From the youngest in Foundation to our Sixth Formers, we aim to develop skills for life; core values such as respect and compassion within the framework of an excellent education.  Developing talents and skills in a wide range of areas are encouraged, success is celebrated and endeavour is recognised.

**The Post**

Following the successful internal promotion by our current Head of Mathematics, we are seeking a dynamic and highly motivated teacher to lead the department through the next phase of its development. There has been significant progress in departmental planning and the successful candidate will be expected to show strong leadership qualities to improve standards further. A willingness to participate in extra-curricular activities within the Mathematics framework or beyond is desirable.

There are seven members of staff in the department, four of these have additional responsibilities and one teaches part-time. The Mathematics Department team work together to share good and innovative practice and resources, and to develop the curriculum and schemes of work, departmental strategy for assessment and pupil support and enrichment opportunities in response to the needs of our pupils.

The use of ICT in the Mathematics curriculum is good and constantly reviewed. Set sizes are small and are also reviewed regularly. The vast majority of GCSE candidates achieve Grade 4 or above and A level results are excellent. A number of candidates each year take up the option of pursuing Further Mathematics at A level and continue their study of Mathematics at university. We use AQA for GCSE Mathematics and some students have the opportunity to study GCSE Statistics and/or GCSE Further Mathematics for enrichment. For A Level Mathematics and Further Mathematics, we use the Edexcel exam board.

We believe that the best mathematicians should be challenged and develop the pursuit of excellence in mathematics. We encourage every pupil to attain the highest standards of which they are capable, to develop a positive attitude to the subject, to enjoy the learning experience and to learn to persevere with topics that they may at first find difficult. We aspire for pupils to learn the skills needed to think and reason mathematically and to develop their understanding and use of methods of formal reasoning. In order to provide a firm foundation for appropriate further study, pupils must appreciate the need for accuracy and develop academic rigour in their work.

**Key responsibilities**

* To give positive and sustained leadership to the Mathematics Department thereby ensuring that it operates as effectively as possible.
* To report and update the Headmistress on matters relating to Mathematics and update the Departmental Development Plan.
* To report directly to Director of Studies on all matters relating to the Mathematics curriculum.
* To organise and plan the Mathematics teaching lessons for timetabling purposes.
* To ensure that all staff involved in the delivery of Mathematics are effectively deployed and that responsibilities are fairly distributed across the department.
* To induct and mentor new teachers (including NQT or supply) with regard to the Mathematics curriculum.
* As a teacher, to implement effective and relevant teaching and learning strategies for Mathematics within the school and to provide high quality teaching for each set allocated. This will be carried out by appropriate behavioural management techniques within the classroom, by following the agreed scheme of work, by preparing for lessons and by setting and marking appropriate homework with consistent and constructive feedback, all in accordance with school and departmental policies.
* To manage the performance of Mathematics teachers so that the department fits in with the school plans in terms of effective learning and progress and to ensure that specification requirements are met for public examinations. Offering help, advice and curriculum leadership to Mathematics staff and supporting their professional development and training.
* To check that all Mathematics teachers accept and act upon the responsibilities for pupil welfare as detailed in the Guidance for Teachers booklet.
* To plan and update schemes of work which facilitate the delivery of lessons appropriate to the age and abilities of the pupils and utilising a range of activities appropriate to different learning needs.
* To promote the use of ICT and interactive learning and teaching within the Mathematics curriculum.
* To oversee all aspects of Mathematics within the curriculum and beyond. This includes holding and chairing regular departmental meetings to share good practice; develop cross curricular links; updating the Handbook; monitoring homework; to organise Mathematics resources and equipment.
* To discuss with the department and strategically plan for change based either on College development, directed by Leadership Team or from decisions that are made by Department of Education, Ofqual or examination boards. This will include devising, monitoring and reviewing a departmental action plan.
* To ensure that all teachers keep appropriate records for the groups that they teach and to regularly monitor pupil progress across the department.
* Ensure effective monitoring of pupil progress within Mathematics in KS3, KS4 and KS5 in line with departmental and College strategies.
* To ensure that the behaviour of pupils is excellent with appropriate rewards and sanctions applied.
* Ensure effective target setting and assessment is carried out within Mathematics in line with departmental and College strategies.
* Be responsible for the organisation/allocation of setting and marking of Mathematics exams at KS3, KS4 and KS5.
* To manage the teaching areas available to the department, advising the Director of Studies on matters relating to staff deployment, timetable and rooming.
* To manage the fabric and environment of the Mathematics rooms ensuring that displays are up to date thus providing a positive learning environment for pupils.
* To plan and monitor the departmental budget and expenditure on learning and teaching resources, website subscriptions, books and equipment throughout each academic year, so that effective teaching can take place.
* To attend Heads of Department meetings.
* To use the examination results and data to offer the Headmistress advice over the admission and setting of any particular pupil when necessary.
* To oversee the Mathematics Department sections of the VLE and College website.
* To oversee Mathematics extension, enrichment and support opportunities such as Mathematics clubs, Mathematics surgeries, revision workshops, participation in local and national competitions and appropriate field trips.
* To work with the Head of Learning Enrichment to identify and appropriately support pupils with learning needs and to ensure staff are taking into account these learning needs in their provision of Learning and teaching activities.
* To undertake regular lesson observations of department colleagues and to carry out Annual Reviews as required.
* To promote the enjoyment of Mathematics across the College, and the benefits of a Mathematics-based degree or career in Sixth Form.
* To oversee the Mathematics department contribution to the delivery of College outreach events such as Open Morning, Sixth Form Information Evening and Y5 and Y11 Taster Days, including display work and activities.
* To develop the Mathematics department profile within the College and the wider community.
* To work with the Head of the infant and Junior School and Mathematics co-ordinator(s) to help deliver and develop Mathematics at KS2 and extend KS2 links.
* Be responsible for the setting of appropriate work for cover lessons, when necessary.
* Any other duties as required.

**KEY QUALITIES AND PERSON SPECIFICATION:-**

The person appointed should demonstrate the following skills and qualities:-

* Have outstanding professional and personal qualities
* Have the ability to lead learning in Mathematics and act as a model of good professional practice
* Be enthusiastic, innovative and willing to share creativity and positivity in both the classroom and the department
* Be committed to raising standards and monitoring pupil progress
* Be caring, supportive and willing to adapt their teaching to suit the needs of the pupils
* Be proficient with the use of ICT in the classroom
* Clear understanding of national and whole College issues that impact upon Mathematics
* Organise and run educational visits

**Salary**

The salary for this position will depend upon the qualifications and relevant experience of the successful candidate.

**Child Protection**

Abbey Gate College regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors.

**Equal Opportunities**

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

**Applications**

Candidates should complete an Abbey Gate College Application Form and submit this together with a letter explaining their interest in and suitability for the post addressed to Mrs Tracy Pollard, Headmistress, outlining their suitability for the post.

The closing date for applications is **12 noon on Friday** **31 January 2020** interviews scheduled for the week commencing **10 February 2020.**

Candidates will meet the Headmistress, Deputy Head, Director of Studies and Director of Teaching & Learning, and have a tour of the College. References **will be taken** up prior to interview, please inform your referees.

Please mark the envelope clearly **‘APPLICATION FOR HEAD OF MATHEMATICS’ to;**

**Rebecca Upton**

**Human Resources**

**Abbey Gate College**

**Saighton Grange, Saighton**

**Chester CH3 6EN**

**Email:** [rebecca.upton@abbeygatecollege.co.uk](mailto:rebecca.upton@abbeygatecollege.co.uk)