



Telephone: 01895 233909
Fax: 01895 273102

www.bishopshalt.hillingdon.sch.uk
office@bishopshalt.hillingdon.sch.uk

BISHOPSHALT SCHOOL

"Above all else a place for learning"

January 2023

Dear Prospective Head of Mathematics

Re: Head of Mathematics Post

Thank you for expressing interest in our position of Head of Mathematics at Bishopshalt School.

Bishopshalt is a stand-alone academy in Hillingdon that provides education to a truly comprehensive student body. Bishopshalt has a proud tradition of serving the local community, having been established as a school in 1907. At first a Grammar school, then a local school, then a school with Performing Arts college status, the school has maintained its traditional ethos whilst building upon its strengths and weaving them into the fabric of the institution.

The school is oversubscribed. We have over 300 first choice applications each year for 186 places, which demonstrates the popularity, high esteem and confidence the local community has for Bishopshalt. Our students, and our staff love our school.

We have the highest of expectations of ourselves, and our students. This is supported through excellent behaviour systems, a fantastic curriculum and a reflective and developmental approach to Teaching and Learning. Bishopshalt values developing our students into well rounded individuals through a focus on the values below. We also ensure that there is high quality CPD available for all staff, tailored to their own needs and future aspirations.

If you would like to have an informal chat about the role, the school or the community, please telephone 01895 233909 or email zbermingham@bishopshalt.school. We can also arrange a visit to the school.

If you believe that you have the passion and determination to work and lead in our amazing school please complete the application form and include a supporting statement.

If you choose to apply and are successful, you will be joining a wonderful team, supported closely by our SLT.

We have an absolute commitment to safeguarding and promoting the welfare of children. As such, current and/or previous employers will be contacted for references as part of the verification process and pre-appointment checks. All successful applicants will be required to undertake a full enhanced criminal record check (DBS).






I look forward to receiving your application. The closing date is **Wednesday 18th January 2023**.

L McGillicuddy (Mr)
Headteacher



Royal Lane, Hillingdon, Uxbridge, UB8 3RF
Headteacher: Mr L McGillicuddy

BISHOPSHALT SCHOOL

	Love Learning	To develop in students a love of learning. Bishopshalt students will thirst for knowledge due to the intrinsic joy that it brings.
	Show Kindness	To develop and instil in our students the virtue of kindness. Our students do things for others for no personal gain.
	Build Character	To develop in students the determination and dedication to succeed. Bishopshalt students are able to overcome any challenge that may come their way. Our students are focused, resilient and readily overcome adversity.
	Chase Brilliance	To develop students who do not settle for 'it's good enough'. Bishopshalt students always aim to improve their work and aim for perfection due to their belief that they are entitled to be brilliant.
	Bright Futures	To ensure that, for whatever field they choose to enter, Bishopshalt students will succeed. Bishopshalt students will be the very best versions of themselves and compete on the world stage.

THE POST – Head of Mathematics

We require a specialist Maths teacher to join and lead a successful, well established and experienced department teaching Maths across the age and ability range. The ability to teach Maths at Key Stage 5 is essential.

Applications are welcome from professionals who have had responsibility experience and those who are seeking to broaden their leadership role. We anticipate that the successful post holder will take up this position in September 2023.

Salary

The person appointed to the post of Lead Practitioner – Mathematics will be paid at the appropriate point of the **MPS/UPS Outer London and TLR 1C**.

Application Process

Please submit your application form electronically to Mrs Z Bermingham, Headteacher's PA/Office Manager on zbemingham@bishopshalt.school All applications will be acknowledged.

Please note that references will be sought prior to interview.

We can offer you:

- An aspirational, supportive Leadership Team and Governors
- Ambitious, hardworking staff
- Well behaved and willing students
- Opportunities to develop and grow in your career in an environment that values and supports initiative.
- Dedicated induction programme
- Two week half term holiday in October with no reduction to any of the other holidays throughout the year.

Job Description

Head of Department
Classroom Teacher

THE MATHS DEPARTMENT

Staffing

Head of Mathematics
Second in Mathematics
Lead Practitioner – Mathematics
Teacher in Charge of KS3 Maths
Maths Teacher (Assistant Headteacher)
Maths Teacher
Maths Teacher
Maths Teacher
Maths Teacher (0.8)
Maths Teacher (0.4)

The Mathematics department at Bishopshalt strives to provide students with encouragement, confidence, enjoyment and challenge in learning mathematics irrespective of prior attainment. We start every lesson by recalling prior knowledge to improve the retention of key skills in Mathematics. New content is introduced in a carefully sequenced framework, explicitly linking to prior knowledge and real life applications. This is reinforced by plenty of practice to develop procedural fluency. We ensure the conceptual understanding is firmly established before moving on to problem solving in Mathematics. This thorough and logical approach helps the students to develop a greater understanding and love for Mathematics.

Year 7 begins with a recap of Key Stage 2 number skills embedding fluency with the core skills required for Mathematics. The four operations of Maths can be seen widely amongst all topics, these are core skills which follow through to Algebra, Number, Geometry and Statistics & Probability. The basics of each of these topics are the fundamental skills which students master in Key Stage 3 and later go on to explore and develop in Key Stage 4 and Key Stage 5.

At Key Stage 4, students are following on from Key Stage 3 content which allows them to extend their learning further in a problem solving and reasoning manner. Students will have encountered both problem solving and reasoning style questions but will now see them where multiple higher order skills are required and used in a particular sequence in order to arrive at a solution.

Students get the opportunity to revisit all five strands each year enabling them to interleave their knowledge of each different strand to see how mathematics is one continuous beautiful subject. Revising each strand and topics of the curriculum gives students scope to deepen their understanding of each topic through reasoning, problem solving, fluency and mastery throughout all key stages.

The Key Stage 5 curriculum is designed to develop and broaden students' experience of Mathematics at a higher level. Our curriculum follows one of a similar to our Key Stage 3 and 4, introducing new content, developing it each term and developing mastery within the subject. Beginning Year 12 with Pure allows students to recap and develop their knowledge of many topics from the GCSE content which they will apply throughout Year 12 and 13. Students will deepen their knowledge of Algebra and Geometry in Pure Mathematics, whilst learning new areas such as Calculus and Mathematical proof which they will later develop in Year 13.

The applied content will also allow students to interleave their pure knowledge with mechanics and statistics, showing how they would model a situation and apply this to everyday real life concepts.

Useful Links

<https://www.bishopshalt.hillingdon.sch.uk>

[Ofsted Report](#)

[2021/22 National Data](#)

Diversity Statement:

We believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff and students, enabling them to achieve their full potential, contribute fully and derive maximum benefit and enjoyment from their involvement in the life of Bishopshalt School.

Bishopshalt School operates strict Child Protection Recruitment Procedures and all successful candidates will be expected to undertake an enhanced DBS check.

Bishopshalt School is a non-smoking site and as such smoking is not permitted on the school grounds.



HEAD OF DEPARTMENT – MATHEMATICS

Job Description

Core Purpose:

- Raise standards of teaching, learning, levels of progress and exam performance within the Mathematics department.

Core Leadership Qualities:

- Articulate a clear and consistent vision for the department
- Motivate and empower others
- Positive attitude to continuous improvement
- Lead by example
- Hold others in the department to account

Specific Responsibilities:

The main scope of the responsibilities is maximising the progress and achievements of all pupils in the subject area, through the following:

Monitoring progress

- To monitor the progress of all students within the subject area, ensuring that performance is in line with the school's aspirational targets
- To ensure that students with special educational needs are making appropriate progress and that their needs, as set out in their IEP (if applicable) are being met
- To take action in support of the subject teacher when underachievement is identified, ensuring that all interventions are logged. Initiate dialogue with the relevant tutor, Head of Year, Head of 6th form, special needs staff or Assistant Headteacher - CPD as necessary
- To review examination performance, identifying strengths and weaknesses. Take action to address identified weaknesses
- To disseminate the outcomes of analysis of examination results to the departmental team, ensuring that they are aware of any implications of the findings that affect their practice
- To take the lead in maintaining discipline and good order within the department. Support departmental staff with individual cases of indiscipline as necessary, using a wide range of strategies. Seek advice from the relevant Year Leader, and obtain their support if required
- To oversee the preparation of subject and progress reports within the department, ensuring that they are quality assured, and completed by the deadline

Monitoring of Teaching & Learning

- To ensure the highest quality of classroom teaching through an insistence on the school's teaching and learning policy and procedures being applied by all members of department
- To support the development of teaching skills through classroom observation, coaching and the dissemination of good practice
- To encourage departmental staff to go on development and training courses, through effective use of the staff development budget

- To carry out regular book checks, to ensure consistency with student progress and the proper application of the school's marking policy
- To apply the school's appraisal policy to every member of the department in a timely fashion
- To ensure that continuity of learning occurs in the event of the absence of the normal subject teacher

Leadership of the department

- To foster a positive atmosphere of teamwork within the department
- To delegate departmental duties fairly amongst the departmental team, having due regard for the experience of individual members and the level of responsibility payment, if any
- To deploy support staff as effectively as possible, within the constraints of their job description (where applicable)
- To set the highest possible personal example to the department through your own professionalism
- To ensure all school and departmental policies are applied evenly by all members of the department
- To carry-out an annual departmental review with the designated link member of the senior leadership team, and provide any other reports that might be required; these will include the action plan following from an analysis of student performance within the department
- To construct an effective Departmental Improvement Plan, in line with the School Improvement Plan. Ensure that this is put into effect
- To hold departmental meetings in accordance with the school calendar. Clear agendas need to be established which focus on teaching and learning. Outcomes of meetings should be recorded
- To maintain and develop a departmental handbook, which at least contains schemes of work and policies
- To prepare, review and revise as necessary those schemes of work which include appropriate differentiation and meet all National Curriculum and public examination specification requirements
- To determine entries for public examinations in consultation with departmental staff
- To induct new members of staff into the department ensuring that appropriate mentoring is supplied
- To act as mentor to student teachers within the department
- To encourage the provision of, and participation in, extra-curricular activities
- To ensure that a stimulating learning environment is maintained throughout the departmental area
- To allocate pupils to teaching groups in such a way as to ensure that their needs are most appropriately met
- To allocate departmental staff to teaching groups in order to ensure the best match between the requirements and the teacher's expertise
- To authorise spending of the department's capitation in accordance with the school's financial procedures, ensuring that spending is appropriately targeted and properly accounted for
- To assist with the recruitment procedures when departmental staff are being sought
- To ensure that the departmental area is maintained in such a way that Health and Safety obligations are met
- To ensure that equipment and resources within the department are properly maintained, recorded in the inventory and that periodic checks are carried out

Outcomes: To enhance the Mathematics provision at Bishopshalt and raise standards

Line manager Deputy Headteacher – Director of Studies for Mathematics

Line management responsibility for: All teaching staff in the Mathematics Department

JOB DESCRIPTION CLASSROOM TEACHER

The Classroom Teacher is responsible for teaching pupils at Bishopshalt School in accordance with the general duties and responsibilities contained in the statement of Conditions of Employment to be found in the current School Teachers' Pay and Conditions Document. The Classroom Teacher is immediately responsible to his/her Head of Department and through him/her to the Head of Faculty and ultimately to the Headmaster.

1. Teaching Responsibilities

- 1.1 To teach across the age and ability range as directed by the Head of Department (in consultation with the Deputy Head Curriculum) expecting the highest possible standards of work from the pupils commensurate with their abilities.
- 1.2 To comply with the school Teaching and Learning Policy and with school and departmental policy regarding aims and objectives, schemes of work, assessment, target setting, homework and administrative duties.
- 1.3 To make use, as appropriate of the resources of the departments, including information technology.
- 1.4 To mark pupils' work, assess their progress regularly and complete assessment sheets/reports by agreed dates.
- 1.5 To ensure the classroom is clean, attractive and educationally stimulating.
- 1.6 To encourage high standards of behaviour within the classroom particularly supporting the school policy on Classroom Expectations.
- 1.7 To foster high standards of hygiene and safety in all practical lessons.

2. Departmental Responsibilities

- 2.1 To contribute to the achievement of school development plan and department development plan goals and targets.
- 2.2 To attend and contribute to departmental meetings.
- 2.3 To take part in In-Service Training activities as appropriate.

3. General Responsibilities

- 3.1 To support the pastoral work of the school, including to be a Form Tutor and to contribute to teaching the school programme of Mentoring and Personal, Social, Health, Citizenship and Careers Education as required.
- 3.2 To take appropriate action when there is a breach of the school rules.
- 3.3 To carry out an equitable share of supervising duties in accordance with agreed rosters.
- 3.4 To adhere to safety regulations.
- 3.5 To participate in appropriate meetings with colleagues and parents in Directed Time, as required.
- 3.6 To participate in the school Performance Management/Staff Appraisal Scheme.
- 3.7 To adhere to and promote school policies on equal opportunities and race equality.

4. Review of Job Description

- 4.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headteacher.
- 4.2 This job description will be reviewed at least once each year in the autumn term.
- 4.3 Person Responsible: Headteacher.

BISHOPSHALT SCHOOL PERSON DESCRIPTION

1. **Experience**

- 1.1 You will have successfully completed a course in Higher Education that carries a nationally accepted qualification.
- 1.2 You will have successfully completed appropriate and relevant professional training.
- 1.3 You will have had experience in your career that can be seen to have been relevant preparation for this post.
- 1.4 There will be evidence from your present or previous posts to show that you are a good practitioner in areas relevant to this post.
- 1.5 There will be evidence from your present or previous posts to demonstrate your creative and innovative capabilities.
- 1.6 We shall regard it as desirable to know that you have interests and experience outside the main teaching area.

2. **Job Related Skills**

- 2.1 The prime requirement is for you to be able to fulfil to a high standard the various responsibilities specified in the Job Description but, in particular, to:
 - direct, guide encourage and support other staff so that the quality of their work is enhanced. This implies developing an awareness of their professional needs, interests and abilities and a sensitivity in managing their work; it also implies that **your** success will be marked by the achievements of the staff for whom you are responsible;
 - encourage the highest possible expectations of pupil achievements, be able to convert these into targets and goals and for you personally to expect the best standards in pupil work and behaviour;
 - carry out the administrative and organisational requirements of the post in a prompt and competent manner.
- 2.2 You will teach your subject with success. We shall particularly seek to verify teaching ability through your references.
- 2.3 It is normal practice in the school for staff to teach pupils from across a wide age and ability range. We shall expect you to be able to share successfully in this practice.
- 2.4 We shall be interested to know if you have skills or abilities that complement or strengthen those already to be found in the faculty.
- 2.5 A good teacher needs to be able to communicate effectively with pupils, parents and other staff. We shall expect you to possess this ability.
- 2.6 A good teacher needs to be able to create an atmosphere in which pupils can learn effectively; this implies quiet but firm class control and a high level of organisational skill in managing the work of pupils and the teaching resources available. We shall expect you to be able to meet this requirement.
- 2.7 A good teacher constantly expects the best in the work and behaviour of pupils. You will have high expectations of what your pupils can achieve.
- 2.8 We shall regard it as desirable for you to have interest and skills in the use of Information Technology.

- 2.9 We shall expect you to be able to demonstrate a range of organisational curriculum and personnel management skills appropriate to a middle management appointment.

3. *Personal Qualities*

- 3.1 You will be enthusiastic, will enjoy dealing with young people and will have a good sense of humour.
- 3.2 You will be willing to take responsibility and will show adaptability, enterprise and initiative in making your contribution to the school within the context of departmental and school policies.
- 3.3 You will have a commitment to the best interests of all pupils. This implies a warmth and sensitivity to pupils and a willingness to devote sufficient time to meeting their needs.
- 3.4 You will be joining a staff which works on the basic principles of mutual support whether as a department, as a pastoral year team or as the whole staff. We shall expect you to be reliable and co-operative and have the ability to both lead and work as part of a team.
- 3.5 Professional commitment is a strong characteristic of our staff. As a new colleague we shall expect you to join us in maintaining:-
- * a very low level of staff absence,
 - * a very high level of staff punctuality both in attendance at school and to lessons,
 - * a smart and tidy appearance,
 - * a willingness to become involved in extra-curricular activities,
 - * a commitment to further professional training and advancement,
 - * a commitment to the pursuit of the highest possible standards in everything we do as teachers.
- 3.6 You will be willing and able to comply with school policies on equal opportunities.
- 3.7 You will be willing and able to comply with the school Smoking Policy, which states that no one may smoke on the school premises.