

HANDCROSS PARK



A BRIGHTON COLLEGE SCHOOL.



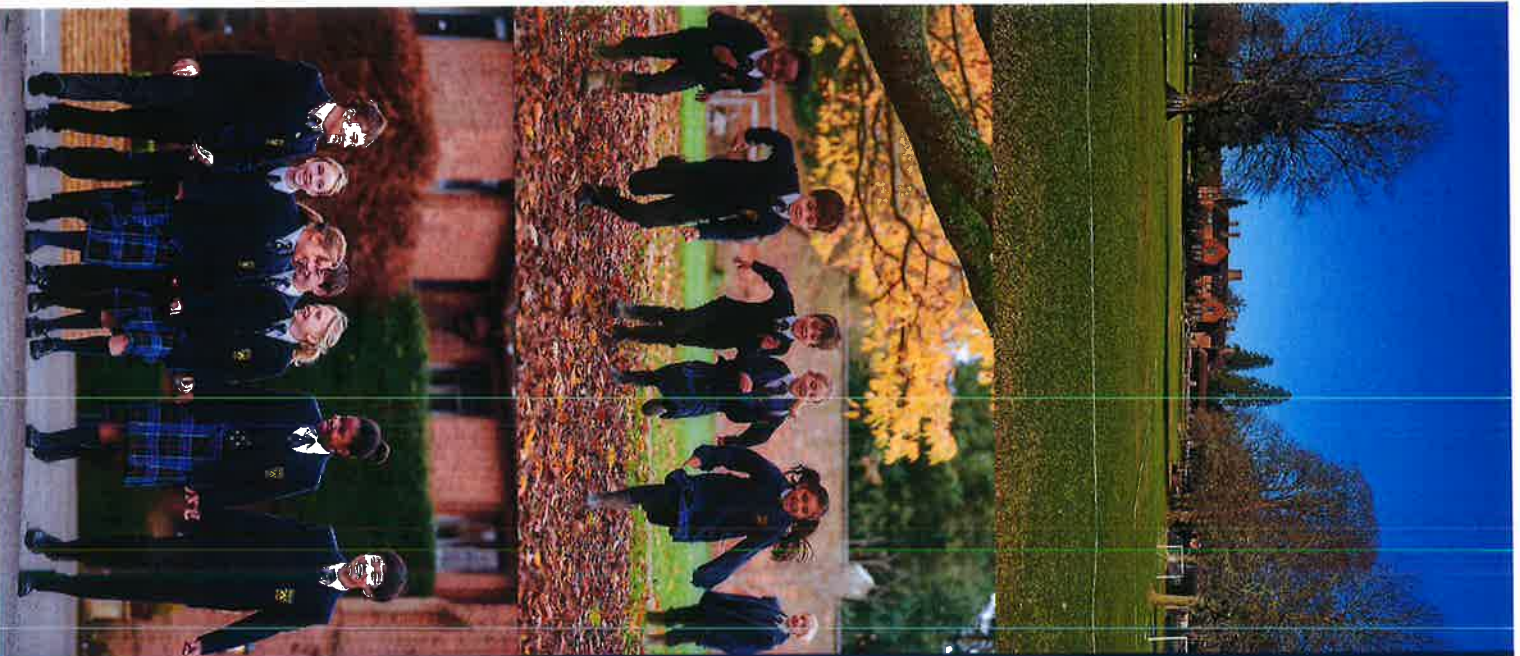
Head of Maths

Required for September 2024

The School

Handcross Park is one of the top co-educational, day and boarding Prep Schools in the UK. We were named PREP SCHOOL OF THE YEAR at the prestigious Independent Schools of the Year Awards 2019 and we were awarded BEST PREP FOR INNOVATION (2020), BEST PREP FOR PASTORAL CARE (2021) and BEST PREP FOR BOARDING (2022) by The Week Independent Schools Guide. We have over 400 pupils aged 2 - 13. We are part of the Brighton College Family of Schools and about 30% of our Year 8 pupils move onto Brighton College each year. Year 8 pupils also secure scholarships and places to a wide variety of leading independent senior schools, both locally and throughout the country. At Handcross Park, we want children to enjoy childhood for as long as possible, but we also want them to develop and progress within a stimulating environment that offers many opportunities both inside and outside the classroom. We are a school that has been described as purposeful, ambitious, forward-thinking and, most importantly, kind. Our motto is Be Trewe, and if children are happy then they flourish, reach their full potential and carry a love of learning with them for the rest of their lives.

We are a Google Reference School, which enables us to apply all the latest technology, including the use of Chromebooks and other ICT tools, to enhance the learning experience of our pupils. We are also keen to ensure that all our pupils are 'future ready', and we incorporate a robust leadership programme within the curriculum that focuses on the skills of collaboration, communication, creativity, problem solving and teamwork. Although we are predominantly a day school, with no Saturday school, we have a thriving, warm and vibrant boarding community, where we offer full, weekly and flexi boarding. This option also gives excellent preparation for those pupils who may go on to boarding at their senior school.



The Role



Overview

The Head of Maths will be an outstanding teacher who is able to inspire and motivate the pupils. He/she will also have the vision and energy to lead the department and ensure that the Mathematics curriculum continues to be exciting and innovative.



Key Responsibilities

- First and foremost, to inspire a love of Mathematics in our pupils
- To provide strong and caring leadership, ensuring that our Maths Department continues to provide first-class teaching and learning opportunities
- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils across the School
- To instigate and develop an innovative approach to Maths that will stimulate all pupils in the School to achieve their full potential
- To ensure the delivery of high quality provision in all curricular and co-curricular activities
- To plan, implement and monitor schemes of work to provide a broad range of opportunities for pupils.
- To prepare pupils for their senior school entrance and scholarship exams.

Key Responsibilities

- To work within the Maths Department budgets, liaising with the Bursar and Headmaster.
- To celebrate pupils' work through effective displays throughout the department and around the school and regularly update displays/exhibitions.
- To help coordinate the resources of the Maths Department.
- To maintain high levels of communication with parents.
- To ensure that the statutory requirements of the Common Entrance and Scholarship Curriculum are met.
- To assess the performance of pupils and record their development, progress and attainment, using this to plan for future learning.
- To teach Maths in the Middle and Upper School as required – predominantly in Years 7 and 8. Our top students work to GCSE and AS level so an ability to teach at this level is highly desirable.
- To implement school policies and practices
- To set tasks for whole class, individual and group work, (including homework) which set appropriate and challenging expectations for pupils' learning, motivation and presentation of work.
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge.
- To plan teaching to achieve progression in pupils' learning, to identifying clear teaching objectives and content, appropriate to the pupils and subject matter.
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available.



Key Responsibilities

- To assess, record and report on the development, progress and attainment of pupils.
- To set high expectations of pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To establish a safe environment that supports learning and where pupils feel secure and confident.
- To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To attend parent consultation evenings.
- To be responsible for a Form Tutor group.
- To attend and support whole-school functions, including occasional weekend events.
- To promote and safeguard the welfare of children and young people.
- To be responsible for the pastoral care of pupils in your care.
- To share in the responsibility of the pastoral care, well-being and discipline of all pupils at Handcross Park School.
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times.
- To cover for absent colleagues.
- To contribute to the rich and varied extra-curricular programme.
- To comply with, and adhere to, agreed whole school policies and the ethos of the school.
- To be involved in day and residential trips.
- To carry out other duties that may reasonably be required by the Headmaster.





Personal Qualities

The successful applicant needs to have the following skills and qualities:

- Education degree (or equivalent certification) in relevant subject
- Qualified teacher status
- Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, young people.
- A commitment to the subjects
- Enhanced DBS checks
- Excellent classroom practice with understanding of high quality teaching and learning.
- A commitment to comprehensive and inclusive education
- Ability to demonstrate awareness of recent subject developments.
- Effective organisation and administration skills.
- Knowledge and understanding of assessment.
- Experience of monitoring and evaluation procedures relating to the work of pupils.
- Experience of implementing differentiated teaching strategies.
- Work collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- Respect and value the different experiences, ideas, and backgrounds others can bring to work and to teams.
- Ability to work effectively both as part of a team and also independently.

Personal Qualities

- Lively and creative personality.
- Clear understanding and use of ICT in day-to-day teaching.
- Commitment to the values of the school.
- Commitment to the wider aspects of school life.
- Strong interpersonal skills.
- Demonstrate understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.
- Demonstrate emotional resilience in working with challenging behaviours of children and adults.
- Empathy for pupils, parents, staff and the community.
- A sense of humour and “can-do” attitude.
- Commitment to on-going personal and professional development.
- Effective management of commitments and deadlines.
- To have and nurture good and effective relationships with staff, pupils and parents.
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the school.



Other Duties and Responsibilities

- To share any specific areas of expertise which would be beneficial towards the running or development of the school.
- To be an active member of the staff room.
- To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents' evenings, Open Days and INSET days as required by the Headmaster.
- All members of staff are expected to be on duty one weekend day each year in the Boarding House.

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.





Benefits

- Competitive salary, commensurate with experience
- Handcross Park is currently a member of the Teachers' Pension Scheme
- Potential for fee remission for children, where relevant
- Forward-thinking, professional staff body
- Continued professional development
- Meals provided during term time
- Accommodation may be available depending on an individuals' circumstances.

Applications



A brief letter of application (no more than 2 typed pages) highlighting why you are the ideal candidate and a completed and signed application form should be addressed to the Headmaster, Jonnie Besley (please send via email to hr@handxpark.com) **as soon as possible**.

The Senior Deputy Head, Mr Edward Johnson, would be pleased to talk to any candidate who would like to know more about the post. He can be contacted at the School on 01444 400526 or via email – ejohnson@handxpark.com

Closing date for applications: Monday 18 March 2024, 4.00pm

We reserve the right to appoint sooner if appropriate and so early applications are encouraged.

Details of the post and application forms are also available on the school web site –
www.handcrossparkschool.co.uk or from the Bursar's Assistant, Mrs Lynne Adsett-Knutsen -
HR@handxpark.com Tel : 01444 400526.

Handcross Park is committed to safeguarding and promoting the welfare of pupils. The successful applicant will be required to undergo appropriate child welfare screening including checks with former employers and the Disclosure & Barring Service (DBS). The School is an equal opportunities employer.
Registered Charity No. 307038

