

1707

Warminster School



CANDIDATE BRIEF

HEAD OF MATHEMATICS

(For April 2022)

LETTER FROM THE HEADMASTER

Dear Applicant,

Having moved to Warminster with my wife and family relatively recently, I can speak from the heart about the warmth of welcome offered by the School community and indeed within the town of Warminster.

In terms of location we are offered the best of both worlds with an ancient market town just five minutes' walk away, but with the beautiful Longleat forest and estate within easy cycling distance. The town lies on the western edge of Salisbury Plain with some wonderful walking, and beautiful Wiltshire villages nearby. We are a 30-minute train ride from the historic Georgian city of Bath; Salisbury and its stunning cathedral is 20 minutes in the other direction.

The School itself is simply one of the warmest and strongest communities I have known during my teaching career. It really is a friendly, supportive, yet invigorating place to live and work. The School's 60 acres give a sense of space and our beautiful buildings, some dating back to the early 1700s, give us a sense of tradition and permanence. We are a school steeped in history, but one that is not afraid to innovate and take risks. We transmit this to our pupils and staff who are encouraged to try new things, push out of their comfort zones and embrace failures as the best way to achieve success.

Staff morale is high and there is a shared sense of purpose which is energising. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals. Our pupils are a diverse bunch with around 30 different nationalities represented throughout both boarding and day. That international outlook is key to our community and allows us to be a window on the world in West Wiltshire. The fact that we are one school from 2-18 emphasises the feeling of family and our parents are huge supporters of the School and our staff.

Our mission is simple: *To develop and nurtured rounded individuals with a love of learning and strong moral values, with a supportive and inspiring community.* This is equally true of staff, as it is for our pupils.

Thank you for your interest in Warminster School. I hope that these documents will encourage you to go ahead with an application that may lead to your joining this vibrant, exciting and nurturing community.

Kind regards



Matt Williams
Headmaster



AN INTRODUCTION TO WARMINSTER SCHOOL



Warminster School is located in the ancient market town of Warminster in Wiltshire. The School has a long and fascinating history and today incorporates four schools, plus a convent, in one. It was established in 1707 by Thomas Thynne, first Viscount Weymouth (subsequently further ennobled as Lord Bath) to educate the sons of his Longleat estate workers. The links between the School and Longleat are embodied in the Wren Doorway to School House, the original 1707 school building. The doorway is believed to have been designed as the main entrance to Longleat House by Sir Christopher Wren in 1663 on the occasion of the visit by King Charles II and Queen Catherine. It was then moved to the new school in, or soon after, 1705.

The foundation of the School was strongly supported by Sir Thomas Ken, Bishop of Bath and Wells, and regarded also by the School as a central figure in the School's foundation. He had been at Oxford with Thynne; after the Glorious Revolution of 1688, he refused to swear allegiance to the new monarch, William III (William of Orange), and was deprived of his benefice. In sympathy, he was invited to live at Longleat. His chair, which is Tudor (1485 – 1603), now sits in the Headmaster's office. On the back are graffiti – in the form of carved pupils' names - from the 1820s.

Over the course of the centuries that followed, the School became known as 'Lord Weymouth's Grammar School'. Thomas Arnold, the historian and great educational reformer was a pupil at the School from 1803-07. He was later headmaster of Rugby School from 1828 - 41.

The present-day school also incorporates a 'National School' dating from 1815. The National Society for Promoting Religious Education was established in 1811 with the aim of providing an elementary education, in accordance with the teachings of the Church of England, to the children of the poor. The building is now the Deputy Headmaster's house.

St Boniface Missionary College was founded in 1860 by the Vicar of Warminster, James Erasmus Philipps. During his incumbency he also established St Denys Convent and St Monica's School for girls (1890), run by the nuns. The college closed for the duration of World War II and when it reopened in 1948 it was in a different guise, associated with King's College, London as a post-graduate centre for missionary work. It closed in 1969 and the buildings have been leased to Warminster School ever since.

The School remained single-sex until 1973, when Lord Weymouth's Grammar School amalgamated with St Monica's, which stood on the site of the current Prep School. Thereafter, the School became known as Warminster School. Since 1996 the St Denys Convent has been a boys' boarding house.

The School is a member of the Society of Heads, the Headmasters' and Headmistresses' Conference (HMC) and of the Independent Association of Prep Schools.

Warminster's 2020 Vision: To develop and nurture rounded individuals with a love of learning and strong moral values, within a supportive and inspiring community.

We have the desire and commitment to make Warminster School one of the leading co-educational, day and boarding schools in the country. We require like-minded and motivated individuals to fulfil key roles to allow us to achieve our objectives.

Steeped in over 300 years of historical tradition and set in a stunning 60-acre campus in the heart of the south west of England, Warminster School is truly a community spirited thriving boarding and day school offering an exceptional all-round education to pupils from 2-18.

Warminster offers both A-Levels and the International Baccalaureate Diploma at Sixth Form, as well as being one of few schools to offer the IB Career-related programme.

Prospectus - <https://www.warminsterschool.org.uk/welcome/made-in-warminster>

Tour the campus - <https://vimeo.com/403546690>



WARMINSTER SCHOOL COMMUNITY

Warminster School is a vibrant community into which new staff members are warmly welcomed and feel quickly immersed.

The ISI Inspectorate was fulsome in its praise for the warmth and conduct of the pupil body and the quality of the relationships between pupils and between pupils and staff. Although we are a small school, we have an ambitious programme of continuous development and expansion which provides a stimulating and supportive environment for staff who wish to develop their careers.

We offer our own salary scale, which is above national rates, and accommodation may also be available. Teachers are entitled to join the Royal London pension scheme and have death in service and income protection as standard.

Statutory NQT induction is provided and fully supported through the Deputy Head (Academic), in accordance with the Independent Schools Teacher Induction Panel scheme. Warminster, as a body, is fully committed to the development and training of its staff at all levels.

Benefits of working at Warminster School are listed below but are not limited to:-

Why Work at Warminster

Structured Professional Development career planning.

Initial and ongoing CPD Mentoring and support network.

Dedicated classrooms for teachers wherever possible.

Supportive open-door policy for sharing best practice.

Creative and supportive Teaching and Learning ethos

Use of gym and dedicated fitness programme for staff.

Free lunch for all staff from our functions-standard catering team.

Complimentary tea, coffee, and refreshments throughout the day.

Opportunities to participate and train as Outdoor Pursuits leaders (DofE, CCF).

Generous fee reduction for staff children.

Working in a team as a House tutor.

Supportive, collegial, and vibrant Common Room.

Wellbeing support from the Pastoral Team including access to Chaplain and Counsellor.

Strong Christian foundation with assemblies/services in beautiful Church and School Chapel

Regular social events.

Small class sizes.

Free onsite parking.

Participation in Cycle to Work Scheme.

Generous Royal London pension scheme with additional Life and Critical Illness Income Insurance

Beautiful 60-acre campus on the edge of town and countryside.

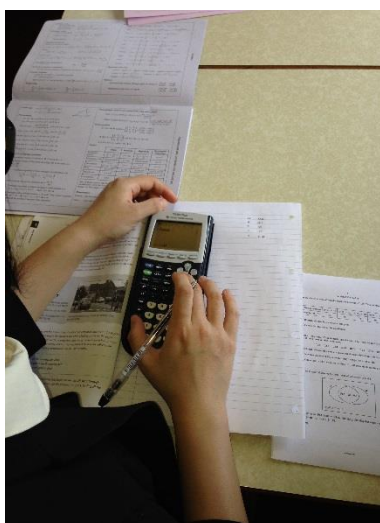
THE POST

The Department



Mathematics is a key subject area and is one of the strongest performing subjects in the school at both GCSE and A Level. The Head of Department leads a team of seven teachers. Together they form a very strong team and are committed to sharing ideas and best practice. The Department is housed in its own building and teaching rooms are spacious and well resourced, including IWBs, Wi-Fi and a range of teaching software.

Maths groups are taught in sets for KS3 and KS4. Weak groups or those with pupils with SpLD are usually supported by a TA in class. Pupils are regularly entered for national competitions such as the UK Mathematics Challenge, and many obtain Bronze, Silver and Gold Awards with a significant number qualifying for the various follow-on rounds. Take-up for Maths and Further Maths A-Level is very high, with a good number of pupils each year opting to read Mathematics at university.



Currently we follow IGCSE Mathematics (Pearson). At A-Level we follow the Pearson exam board.

The Maths department have a rich outreach program currently in place with excellent links to a local Primary as well as masterclasses and workshops in our own Prep School.

The successful applicant will have a significant timetable allowance to support his/her development of the department.

Heads of Academic Departments

The Head of Department is responsible, through the Deputy Head (Academic), to the Headmaster for the leadership, academic performance, organisation and administration of his/her department. It is the Head of Department's responsibility to define a clear philosophy and ideology for the department. He/she will identify departmental targets to develop and facilitate innovative and inspirational teaching and learning, and will contribute to the achievement of whole-school objectives.

The Head of Department should compile and maintain a departmental handbook and write and promulgate the policies required in accordance with the Warminster curriculum handbook.

This is an important post involving significant responsibility. The School offers GCSE, A Level and the IB. The Head of Department will need to regularly review the requirements of each, and build on existing exam results.

As well as management responsibilities, the Head of Department will be expected to lead by example and the skill to maintain and update innovative and challenging schemes of work is essential. This means having a passion for the subject and a commitment to promoting the highest standards of teaching and learning including the use of the latest teaching techniques and ideas in the subject. As such, the post holder will oversee the sharing of resources and ideas and promote best practice in conjunction with other departments. The person appointed will also be expected to contribute, as appropriate, to the extra-curricular life of the School.

Responsibilities of the Head of Department include, but are not restricted to:

Teaching & Learning

- leading the development of programmes of study which drive progress and celebrate achievement;
- developing engaging curriculums which encourage pupils to become independent learners;
- fostering a positive and purposeful learning environment across the department;
- facilitating the development and provision of academic enrichment and extension opportunities;
- promoting the differentiation of teaching according to the educational needs of individual pupils;
- managing the setting and marking of work in accordance with the School's Assessment and Feedback policy;
- overseeing the setting, completion, assessment and submission of coursework and controlled assessment, ensuring that it is carried out in accordance with internal and external requirements and deadlines;
- overseeing the organisation, setting and marking of internal examinations, entrance examinations and scholarship examinations;
- ensuring that all pupils are prepared for, and entered into, appropriate external examinations;
- monitoring national curriculum developments and keeping members of the department informed;
- regularly reviewing available examination syllabuses with a view to ensuring that courses offered are the most appropriate for staff and pupils;

Staff

- setting a positive example and promoting excellence at all times;
- creating opportunities for the sharing of best practice e.g. peer observations, visits to other departments, shared planning, work scrutiny, marking moderation etc.;
- conducting regular observations of teaching within the department and providing staff with constructive feedback;
- engaging with the appraisal process to develop the knowledge, skill and pedagogy of each individual within the department;

- conducting timely analysis of departmental strengths and weaknesses to ensure that developing needs are appropriately addressed;
- fostering positive working relationships with, and among, all members of the department;
- providing support and guidance, especially to members of staff who are newly qualified, newly appointed or part-time;
- taking responsibility for the professional development of staff in the department
- appropriately delegating departmental roles including planning of schemes of work and extra-curricular/enrichment activities;
- ensuring the fair allocation of teaching within the department;
- advising on levels of departmental staffing and group sizes;
- contributing to the recruitment and assessment of candidates for departmental posts;
- ensuring that absences within the department are handled appropriately and that classes are covered through the appropriate system;
- supervising and developing any support staff within the department;

Pupils

- monitoring and maintaining records of pupils' progress and attainment;
- using these records to inform policy and to identify and implement necessary intervention and support for pupils across the department;
- monitoring pupil engagement in the subject and supporting teaching staff in the promotion of this, both in lessons and by creating a full and enriching departmental programme of extra-curricular events;

General Administration

- overall responsibility for maintaining discipline within the department, acting as first point of reference for members of the department experiencing issues with pupils and ensuring departmental and school discipline policy is followed correctly;
- overall responsibility for ensuring lessons start promptly, staff are ready to receive classes and there is a sense of common purpose within the department;
- overall responsibility for ensuring that relevant data on iSAMS is accurate and up-to-date e.g. set lists, timetables, room allocations;
- the holding of regular departmental meetings, for which minutes should be kept and passed to the Deputy Head (Academic);
- conveying information from and to Heads of Department meetings;
- monitoring the frequency of detentions set within the department and supervising HoD detentions as required;
- ordering and maintaining any equipment, materials and resources for use within the department;
- overseeing the ordering, issuing and returning of text books and other specific materials required by pupils;
- providing information on courses for parents and pupils, and organising department Open Day activities;
- drawing up the annual department budget, keeping account of spending, and maintaining an inventory of stock;
- having an awareness, and complying with, all Health and Safety requirements.

The allowance paid for this role is A12 with a three period a week time allowance.

MRW

Headmaster

November 2021



Warminster School

Person Specification - Head of Mathematics

Warminster School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must be willing to undergo a criminal record check with the Disclosure and Barring Service.

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • A degree in Mathematics or a subject relevant to the teaching post • A DfE recognised teaching qualification 	<ul style="list-style-type: none"> • A higher degree or a commitment to further professional development at post-graduate level 	<ul style="list-style-type: none"> • Production of the applicant's certificates
Experience	<ul style="list-style-type: none"> • Recent teaching experience with secondary age pupils up to age 18 • A proven record of raising standards and of initiating and maintaining innovative curriculum design and delivery • Evidence of a sustained commitment to extra-curricular provision 	<ul style="list-style-type: none"> • Excellent ICT skills • Junior management experience • IB teaching experience 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
Skills / Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge • A proven track record as an outstanding classroom teacher • First-class planning, assessment and record-keeping • A detailed understanding of all current educational initiatives that apply to the subject • A commitment to celebrating pupils' achievements, skills and talents, as well as an ability to tackle problems effectively 	<ul style="list-style-type: none"> • An understanding of Health and Safety issues within an educational setting 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Very strong leadership skills with an ability to develop and maintain positive relationships with pupils, colleagues and parents • An ability to work effectively under pressure • A commitment to extra-curricular activities and to the School's involvement in the wider community • A very good attendance record in any previous employment • Willingness to actively support the School's commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Good humoured • Ability to work using own initiative • A willingness to contribute to whole-school initiatives • A commitment to networking and the sharing of best practice 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references • DBS check

SELECTION PROCESS

Please complete the application form and return it via e-mail to the Headmaster's PA – jcroft@warminsterschool.org.uk.

Closing Date: noon on Friday 3rd December 2021

Interviews: Thursday 9th December 2021

If you have any queries, please do not hesitate to contact Ms Croft, PA to the Headmaster, on jcroft@warminsterschool.org.uk

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www.warminsterschool.org.uk

Registered Charity No: 1042204



APPLICATION AND RECRUITMENT PROCESS

Warminster School is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, age, responsibilities for dependants, physical or mental disabilities, or offending background. Applications from all candidates with the right mix of talent, skill and potential are welcomed, including those with criminal records.

Application Process

Applications will only be accepted from candidates who complete the enclosed application form in full and provide a letter of application. CVs will not be accepted as a substitution for completed application forms in the absence of good reason.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job specification for further details.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all applicants must declare all previous convictions and cautions, including those which would normally be considered 'spent' except for those to which the DBS filtering rules apply. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

The School will seek references on short-listed candidates (for teachers this will be prior to interview) and may also approach previous employers for information to verify particular experience or qualifications, either before or after interview if applicable.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected, or summary dismissal if you have started at the School and possible referral to the police and/or DCSF Children's Safeguarding Operation Unit, or the DBS. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the DBS if it receives an application from a barred person or if it has serious concerns about an applicant's suitability to work with children.

Invitation to Interview

If you are invited to interview, it will be conducted in person, and the areas which it will explore will include suitability to work with children.

Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:-

- receipt of at least two satisfactory references (if these have not already been received); one of which must be from the applicant's most recent employer)
- verification of identity and address, to include evidence from foreign nationals of their right to work in the UK. Such evidence must be provided prior to appointment
- verification of professional status and qualifications if applicable
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory. The successful applicant will be required to complete an application form for an Enhanced Disclosure from the Disclosure and Barring Service. The DBS disclosure certificate will be sent to the applicant only and it is a condition of employment with the School that the **original** disclosure certificate is provided to the School prior to the first day of work
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance including documentary evidence of the right to work. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s)
- verification of medical fitness for the role
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List administered by the DBS
- satisfactory completion of the probationary period as detailed in the terms and conditions of employment

WARNING

Where a candidate is:

- Found to be on the Children's Barred List, or the DBS Disclosure shows he/she has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the DBS.

Data Protection

The School will process personal data about you in accordance with the Data Protection Act 1988 and the School's Data Protection Notice.

Procedure

Candidates must complete the application form and send it to the Headmaster's PA with a covering letter indicating their suitability for the post. Details of two referees should also be provided, one of whom must be your current employer.

Policies

Please refer to our website - <https://www.warminsterschool.org.uk/the-school/policies-and-documents> - for the latest Child Protection and Whistle Blowing policies.