

RECRUITMENT PACK



REQUIRED FROM SEPTEMBER 2021

Head of Mathematics

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior and Prep School
Application Closing Date	Midday Friday 09 April 2021
Interviews Week Commencing	Monday 19 April 2021

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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Framlingham
COLLEGE

*Equipping our pupils to thrive as
global citizens in their adult world.*





Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Head of Mathematics at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking to appoint an engaging and dynamic teacher to lead our very successful Mathematics Department from September 2021. Whilst our preference is for this appointment to commence in September, we would consider a January start for the right candidate.

There is a strong focus upon providing high quality teaching and learning within the department, as reflected in outstanding GCSE and A Level results, while the use of technology within lessons is cutting edge. This role should provide an exciting opportunity for the right candidate to lead a fine department in a forward-looking and inspirational environment.

A willingness to make a full contribution to life in this busy boarding school is essential. We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

We welcome all applications, especially from independent thinkers, creative minds and inspirational teachers and very much look forward to receiving your application.

Best wishes,

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Friday 09 April 2021**. Interviews will be held week commencing Monday 19 April 2021. You will receive an exact date if you are shortlisted for interview. As a busy school, it is not possible for us to offer visits to candidates prior to application. A full tour is included as part of the interview process.

Please send your completed application form to:
**The HR Department, Framlingham College,
College Road, Framlingham, Suffolk. IP13 9EY.**
You can also email your application to:
recruitment@framlinghamcollege.co.uk. All information within your application will be treated confidentially.

References

All successful appointments are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the DBS. Further information can be found within the Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- We offer a generous fee remission for permanent teaching staff. Further details are given at interview.
- Possible accommodation in the first year of employment in order to assist with relocation.
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Conditions of Service

- The job location will predominantly be Framlingham College Senior School.
- Salary will be paid at the appropriate point of the Framlingham College Academic Pay Scale.
- Framlingham Pension Scheme.
- The position is subject to a two-year probationary period.

Job Description

REPORTS TO

Deputy Head (Academic)

JOB PURPOSE

To lead and inspire the teaching of Mathematics across the Senior School. To be a role model for staff, ensuring professional development of colleagues, collaborating with fellow Heads of Department in fulfilling the Vision 2025. To inspire a love and curiosity for Mathematics in all pupils through dynamic and forward thinking teaching. To embrace and participate in the many and varied aspects of life in a busy full boarding school.

KEY RESPONSIBILITIES

This list below is not exhaustive and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

- Monitor the quality of Teaching and Learning within the department, and look beyond the department in terms of sharing and observing good practice;
- Monitor the nature and quality of Assessment and Feedback within the department;
- Manage teachers within the department, ensuring they feel well-supported in all areas, including appraisal and CPD;
- Keep abreast of changes in examination board specifications and ensure that appropriate Schemes of Work are developed;
- Manage the department budget and develop the resources of the department to ensure they meet the needs of staff and students;
- Ensure that the department area is well-presented and complements teaching and learning;
- Oversee the setting and marking of examinations (internal and entrance);
- Monitor the progress of students;



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- Assist the timetabling process with regards to placing students in sets and assigning teaching loads to staff;
- All teachers have the requirement to be a tutor;
- Promote the subject within the College;
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Qualifications relevant to the post	✓	

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Possessing excellent and effective classroom management skills	✓	
Ability to teach Maths to GCSE and A Level (or equivalent)	✓	
An inspirational teacher	✓	
A high level of IT Literacy	✓	
Relevant and recent INSET	✓	
Knowledge of current curriculum developments		✓

PROFESSIONAL EXPERIENCE

	E	D
Understanding of importance of maintaining appropriate documentation	✓	

PERSONAL ATTRIBUTES

	E	D
A passion for teaching	✓	
Good interpersonal skills	✓	
Ability to lead, motivate and manage others	✓	
Effective organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Enthusiasm for being involved in the life of a busy boarding school	✓	
Motivation to take the subject and department forward and to introduce initiatives	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues	✓	
Knowledge of safeguarding children legislation and good practice		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.