



RIPLEY COURT SCHOOL

Ripley Court School Job Description

HEAD OF MATHS

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Department and Role:	<p>Set in 19 acres of beautiful Surrey countryside with extensive playing fields and its own Forest School and indoor swimming pool, Ripley Court provides an outstanding academic experience for all our pupils. This represents an exciting time for the school following the merger with Reed's School in November 2019.</p> <p>Our teachers are not only specialists in their field but more importantly they are truly passionate about enabling each child to reach their full potential.</p> <p>The Head of Maths will report to the Headmistress on a day-to-day basis, the Deputy Head and Director of Studies.</p> <p>The successful applicant will line manage all staff that teach Maths within the school.</p>
Main Duties and Responsibilities:	<ul style="list-style-type: none">• Offer support and encouragement to colleagues within the Maths Department and other staff as necessary.• Teach Maths to pupils in KS2 and ensure that planning and preparation meets their individual needs.• To be responsible for a form.• Manage behaviour effectively to create a safe, respectful, and nurturing environment and report any concerns to the Deputy or Headmistress.• Direct and supervise support staff assigned to lessons.• Identify pupils who are struggling and agree an action plan in conjunction with the Learning Support team.• Identify pupils that are 'More Able, Gifted and Talented' and help develop extension work for them.• Update and maintain knowledge, including best practice teaching methods, within the subject area. Lead these curriculum developments within the Maths department.• Integrate student assessment, marking and feedback in line with whole-school policies into lesson planning and delivery.• Develop and implement schemes of work and assessment materials.• Ensure that displays are of the highest standard.

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- Ensure that the teaching environment for all students in the Maths department is safe, attractive and appropriate.
- Support and encourage innovation with regard to teaching and learning in this subject, including opportunities for Digital Learning.
- In liaison with the Director of Studies, oversee the running (setting, marking, and recording) of tests and examinations in Maths.
- In liaison with the Director of Studies, oversee the data gathering, recording and feedback of assessment information for the school.
- Track pupil progress through, amongst other methods, analysis of internal and external assessment data, and report on this to the Senior Leadership team as appropriate.
- Liaise with the Headmistress, Deputy Head and Director of Studies on the strategic vision of Maths within Ripley Court and departmental matters.
- Be responsible for the Maths budget, planning and controlling expenditure.
- Hold regular, minuted Department meetings.
- Attend Head of Department Meetings.
- Keep up to date records and communicate effectively with pupils, parents, and colleagues by responding promptly to letters, telephone enquiries, emails, and queries and by attending relevant meetings, parents' evenings and other events.
- Work with colleagues, pupils, and families to develop a strong school community.
- Liaise with colleagues at key transition periods, when pupils move from EYFS to KS1 and from KS1 to KS2.
- Update the Department Handbook annually.
- Participate in Maths activities outside the classroom as required including leading parental workshops.
- To liaise with the Deputy Head and oversee Appraisals within the department, as required.
- Keep up to date with scholarship and entry requirements to senior schools.
- Produce written reports for the Headmistress or Director of Studies in good time, as required.
- Carry out supervision duties and lesson cover when required.
- Organise and accompany day trips and residential excursions and contribute to extra-curricular activities.
- Attend INSET sessions.
- Organise and lead outreach events with local schools.
- Prepare annual academic timetables for KS1 and KS2.

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	<ul style="list-style-type: none"> • Undertake such other comparable duties as the Headmistress requires from time to time. • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
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Ripley Court School Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Degree level in a relevant subject. 	<ul style="list-style-type: none"> • Qualified Teaching Status
Experience	<ul style="list-style-type: none"> • Experience of and commitment to working co-operatively as part of a team. 	<ul style="list-style-type: none"> • Previous experience of supervising or managing a team would be an advantage. • Experience of delivering excellent lessons to pupils of all ages and abilities. • Ability to demonstrate success across the ability range. • Ability to demonstrate creative and innovative approaches to engaging, motivating, and challenging pupils. • Experience of leading successful enrichment and extracurricular activities
Skills	<ul style="list-style-type: none"> • Excellent planning and organising skills • Effective listening skills • Motivation and commitment to driving up standards of achievement. 	<ul style="list-style-type: none"> • Ability to use a range of ICT to gain participation and encourage learning. • Ability to set effective, realistic, and challenging lesson objectives and appropriate homework. • Initiative to improve personal and departmental standards and results. • Experience of gathering, evaluating, and using assessment data to inform

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		learning
Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge and enthusiasm for the subject 	<ul style="list-style-type: none"> • Insight into student learning needs
Personal competencies and qualities	<ul style="list-style-type: none"> • A friendly, open, good-humoured, and collaborative attitude, and a commitment to School ethos. • Genuine passion and a belief in the potential of every pupil. • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Ability to form and maintain appropriate relationships and personal boundaries with pupils. • Positive attitude to use of authority and maintaining discipline. • Ability to maintain consistency and fairness 	