Mayfield Grammar School
Gravesend

Appointment of
Teacher of Mathematics
required from September 2020

Closing date: 1pm – Monday 24th February 2020

Interviews will be held shortly after the closing date

Mayfield Grammar School
Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.mgsg.kent.sch.uk Email: enquiries@mgsg.kent.sch.uk

Teacher of Mathematics

Required from September 2020
NQT/Main Professional Scale/UPS
Full time position

This is an exciting opportunity for an enthusiastic and committed Teacher of Mathematics. The opportunity to teach AS/A Level Mathematics would be available for a suitable candidate. You will be joining a very successful department within a high performing 11-18 selective girls' school with boys in the Sixth Form.

We are looking to appoint a Newly Qualified Teacher or a well-qualified colleague on the Main Professional Scale or UPS who is flexible, highly motivated and creative with a sound knowledge of their subject who can maintain the excellent results in this popular area of study.

The person appointed will receive high quality mentoring and support and there is also plenty of scope to be involved in a wide range of extra-curricular activities.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development. The school was judged by Ofsted to be 'Outstanding' in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.kent.sch.uk
Applications made via TES Online will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00 p.m. on Monday 24th February 2020**
Interviews will be held shortly after the closing date.

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

Ofsted Outstanding School 2012|2013

Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a Learning Resources Centre on the main site.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and three Assistant Headteachers. There are five Faculties: English (including Drama and Media Studies), Mathematics (including Computing and Economics), Science, Modern Languages and Humanities. Art, Technology, Music and Drama are also taught throughout the school. Pastoral care is via Learning Leaders, working with Form Tutors and supported by Key Stage Co-ordinators. A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1137 students on roll, 231 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN. We are currently undergoing an extensive rebuilding programme on both sites, to accommodate the rising roll.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Duke of Edinburgh Award scheme. There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers support programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.kent.sch.uk

January 2020

Mayfield Grammar School, Gravesend

MATHEMATICS DEPARTMENT

A position has arisen for a Teacher of Mathematics. The person appointed will join a lively, experienced, enthusiastic and academically successful Mathematics department which comprises a Faculty with Computing and Economics.

Mr Simon Windle	Faculty Leader and Teacher of Mathematics
Mr Daniel Moore	Second in Faculty and Teacher of Mathematics
Mrs Anita Ashton	Teacher of Mathematics
Mr Jack Bakes	Teacher of Mathematics
Mr Rob Boyce	Assistant Headteacher (Assessment & Data) and Teacher of Mathematics
Miss Charlotte Finlay	Learning Leader and Teacher of Psychology and Mathematics
Mrs Kawalpreet Kaur	Teacher of Economics and Mathematics (p/t)
Mrs Theresa Lee	Learning Leader, SEND Co-ordinator and Teacher of Mathematics
Mrs Erika Mountcastle	Teaching & Learning Coordinator and Teacher of Mathematics
Miss Abby Newman	Teacher of Mathematics
Mr Darren Rawls	Teacher of Mathematics

The department is supported by a technician, Mr Bobby Bahra, who is shared with the Economics and Modern Foreign Languages Departments. Ms Tricia Matheson, a former teacher at MGSG, also provides interventions for individual and small groups of students on three days per week.

The Mathematics Department aims to provide all MGSG's students with a high degree of confidence and competence in the subject, by understanding the curriculum, making connections that enable progress in other subject areas and developing skills that will be useful in life beyond the school. The Department has supported students to achieve some very pleasing external examination results in recent years.

Lower School

Students in Years 7 and 8 are taught using the Collins National Mathematics Frameworking 3rd Edition textbooks. All students in Year 7 have seven 1 hour lessons per fortnight which reduces to six 1 hour lessons in Year 8. In both years, students are taught in their tutor groups. Assessments at the end of every topic are undertaken throughout the two years. During this time, students are taught work up to GCSE Grade 6 but including opportunities for mental arithmetic and functional mathematics practice. At every fixed assessment point, the results from assessments completed by all classes since the last assessment point are collated into one overall grade so that students' progress can be regularly monitored by parents. The Department also uses MyMaths, MathsWatch, GCSEPod and various PowerPoint presentations to help with students' learning.

The topics covered across the two years are categorised as:

Decimals, Fractions and Percentages
Shape, including area and volume, geometry
Calculating with Numbers
Algebra
Co-ordinates, Graphs and Mapping
Handling Data
Units of measure, ratios and proportion
Probability
Ratios and Proportion
Simultaneous Equations
Plotting Graphs

Upper School

For Years 9-11, students are set based largely on their end-of-Year 8 examinations. For the current Year 10 and previous years, the top set on each side of the year group are classed as Dual Mathematics with the

intention that girls will complete the GCSE Scheme of Work at a faster pace that permits the completion of the AQA Level 2 Further Mathematics course as well. These students then sit both their compulsory Edexcel GCSE Mathematics and this additional course in May/June of Year 11. The rest of the year group, in another six sets, complete just the Edexcel GCSE Mathematics course. However, it is intended that, as from 2020-21, GCSE Further Mathematics will become an option subject, so that students can devote all core Mathematics lessons to the GCSE Mathematics content, allowing the most able more time for practice and a greater chance of securing the best grade possible. Students are taught using the Collins Edexcel GCSE Maths Higher Student Book. All students in Year 9 have seven 1 hour lessons per fortnight but students in Years 10 and 11 have six 1 hour lessons per fortnight.

As in the Lower School, at every fixed assessment point, the results from assessments completed by all classes since the last assessment point are collated into one overall grade so that students' progress can be regularly monitored by parents. The Department also uses MyMaths, MathsWatch, GCSEPod and various PowerPoint presentations to help with students' learning.

The topics covered across the three years are categorised as:

Trigonometry & Pythagoras
Leftover Mensuration Topics
Similar Triangles & Rates of Change
Calculations
Measures and accuracy
Factors, powers and roots
Expressions
Equations and inequalities
Circles and constructions
Fractions, decimals and percentages
Ratio and proportion
Units and proportionality
Sequences
Graphs
Handling data
Working in 2D and 3D
Angles and polygons
Formulae and functions
Probability
Combined events

Sixth Form

A Level Mathematics is a popular option for students. Those who wish to study the subject have to sit a Fundamentals Test, largely based upon their algebraic knowledge from GCSE Mathematics, at the beginning of Year 12, for which they are expected to demonstrate a sufficient understanding of key topics. All students in Year 12 study Edexcel's compulsory Core, Statistics and Mechanics elements. Students complete standard homework assignments for all modules to demonstrate that they have gained sufficient understanding. Whilst Mathematics is one of the few subjects where the AS qualification is permissible, very few students each year decide to stop their studies at this stage.

Further Mathematics is also offered as an option for the most able Mathematicians. As from 2019-20, we have started to deliver the two courses sequentially, meaning that the class of future Further Mathematicians is currently studying all of A Level Mathematics throughout Year 12 and will start Further Mathematics when that time has been reached. However, students will still take both sets of examination in May/June of Year 13.

Another change for 2019-20 has been the introduction of Mathematics in Context delivered to Year 12. Whilst there is only a small class at present, more Year 11 students have opted for it in 2020-21 and so we anticipate that this will become an integral part of the Sixth Form offer made by the department to students who wish to be taught at MGSG.

Job Description

Post Title:	Classroom Teacher
Post Holder:	
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher/Form Tutor. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. • To play a full part in the life of the school community, to support its distinctive ethos and to encourage colleagues and students to follow this example. • To support the delivery of MGSG extra-curricular activities.
Reporting to:	Head of Department
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. • To contribute to the Curriculum Area development plan and its implementation. • To contribute to the whole school's planning activities.
Curriculum Provision:	• To assist the Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development:	• To assist in the process of curriculum development within the subject area and change so as to ensure the continued relevance to the needs of the students and the school's Strategic Objectives. • To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
Staffing **Staff Development:** **Recruitment/ Deployment of Staff:**	• To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Appraisal Review process. • To ensure the effective/efficient deployment of classroom support where appropriate. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Teaching:	• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.

	• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials/share with colleagues in the team. • To use a variety of teaching and learning approaches which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required. • To communicate effectively with the parents of students as required. • To maintain appropriate records and to provide relevant accurate and up to date information for the management information system. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Form Tutor Role:	• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To be the first point of contact for students in the tutor group for both academic and welfare concerns. • To maintain effective communication between students in the tutor group, staff and parents in relation to the students' progress and welfare. • To liaise with a Learning Leader to ensure the implementation of the school's Pastoral System. • To register students, accompany them to assemblies and remain with them as appropriate, encourage their full attendance at all lessons and their participation in other aspects of school life, including form assemblies and form council meetings. • To evaluate and monitor the progress of students and keep up to date student records as may be required. • To contribute to the preparation of Action Plans, progress files, reviews and school reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with outside agencies. • To contribute to PSHE and citizenship and enterprise learning according to school policy.

	• To apply the Behaviour Management systems so that effective learning can take place. • To make effective use of form time to progress student learning.
Other duties	• To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To know and follow school policy and statutory guidance with regard to the welfare and safeguarding (including Prevent and FGM) of all students in your care. • To support the wider life of the school by supporting (when requested) the ASC (Adventure Service Challenge) Co-ordinator in attending the ASC camps that operate in Year 7 and Year 8 or/and support the school's DofE (Duke of Edinburgh's Award) Leader (when requested) by attending expeditions/training days as appropriate. A separate allowance may be applicable for certain activities. The school will seek staff volunteers in the first instance to support these activities before requesting individual staff to participate as laid out in this job description. • To support Sixth Form students in the completion of the EPQ as directed by the school. This will include monitoring student progress and assessment of student work. • To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonably expected.

Staff are expected to uphold the ethos of the school in all aspects of their work.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Sign: Date: