

Sutton Grammar School



Faculty Assistant - Mathematics
Information for Candidates

Headmaster's welcome



Sutton Grammar School stands out as a superb institution, with a well deserved local and national reputation for its kind, inclusive and dynamic community, as well as its excellent academic outcomes. It is a thriving and purposeful school that puts the nurture of its students' welfare on a par with the nurture of their intellect.

We very much appreciate our staff as our greatest asset. It is the knowledge and commitment of the staff that makes a huge difference to the quality and breadth of the educational and extra-curricular experiences we can offer our students. We seek to reflect this in our supportive and friendly staffroom culture and our 'improve, not prove' approach to appraisal and professional development.

At Sutton Grammar we embrace and celebrate difference and we are proud to be an equal opportunity employer. All staff who work at Sutton Grammar will find an environment that is safe, engaging and embodies the school ethos of excellence, integrity, kindness and community.

Please read carefully through this pack, which includes our safeguarding, equality and data protection statements, prior to applying.

We very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ben Cloves'.

Ben Cloves
Headmaster



Why work at Sutton Grammar



Our staff

Staff wellbeing is paramount at Sutton Grammar. The whole staff are professionally supportive, fostering an environment where commitment to relevant and high-quality training is a shared goal. Continuous Professional Development is not just a routine but a thoughtful process tailored to individual needs and personal career progression. The camaraderie among our staff is clearly expressed through various events, from the Christmas quiz night to a summer barbecue and weekly sports activities like five-a-side football and badminton, creating a strong sense of community. The staff room is a friendly and busy place at lunchtimes, although the breaktime biscuits are always the highlight of the week.

There is also a staff committee who not only help to organise events but also meet once a term to discuss policies, proposals and staff welfare. This collaboration promotes a dialogue and flexibility that aids a healthy work-life balance. Sutton Grammar is also part of the Employee Assistance Programme (EAP). The EAP is staffed by a team of highly trained and qualified professionals who are experts in fields such as wellbeing, family matters, relationships, debt management, workplace issues, consumer rights and much more. Our admissions policy offers advantageous conditions for current staff who would be interested in their children applying for a place at the school.

Staff testimonials

"Teaching ambitious, motivated students is a joy. SGS is a high-achieving school with a heart; we're not an exam factory. There is a real sense of community and pride among the staff, students, families and community of Sutton Grammar."

"The strong academic culture and positive behaviour at SGS mean teachers can spend more time and energy on excellent teaching, rich schemes of work and a wealth of extra-curricular."

"The students are so passionate and hard-working, which means teaching is centred around a shared passion for your subject. The most impressive thing about SGS is the variety and quantity of extra-curriculum offered to our keen students. It's hard not to get involved with such an enthusiastic group of students."

Why work at Sutton Grammar



Opportunities to get involved

For many staff, one of the benefits of working with such enthusiastic and engaging pupils is the motivation this affords to get involved in a range of extra-curricular opportunities.

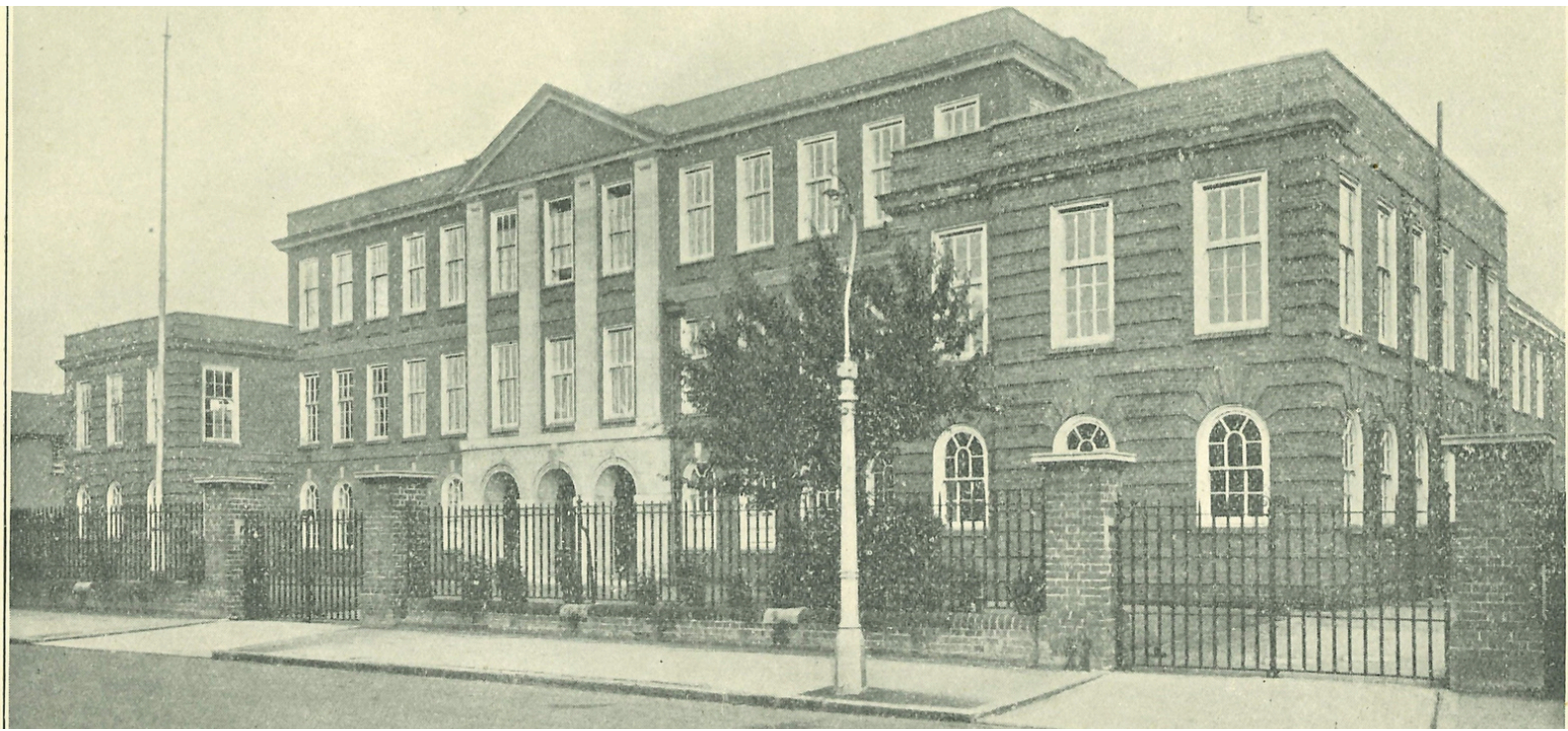
We provide a large extra-curricular programme at lunchtimes and after school, including board games, history and environment clubs, chess teams, orchestra and music clubs, debating teams and much more. If you're a sports fan, there is always the chance to step on our beautiful playing fields and try your hand at coaching football and cricket teams or help out at athletics events. The school also has a thriving Combined Cadet Force that is attended by a large number of our pupils. To view our current extra-curricular clubs timetable, please [click here](#).

Trips run throughout the school year, ranging from conferences in London to skiing in the Alps. These provide another rich selection of experiences for students and staff alike. Several of these trips occur in Activities Week in the summer term, where the whole school takes part in a variety of extra-curricular pursuits. These include day trips to London and language trips to France, Germany and Spain. Other trips include visits to Washington, Iceland, Devon, Berlin and WWI battlefields. The Duke of Edinburgh Scheme is a popular pursuit for pupils, and staff have the opportunity to join these weekends for a chance to explore the great outdoors.

'It is very often the activities outside of the classroom that will give our pupils their first opportunities of leadership and service. They learn to work together, learn to take initiative, learn how to lose and learn which things are more important than winning and losing' - Mr Costello, Head of Curriculum

'The best thing about coming to SGS is the range of extra-curricular clubs and activities because there are so many to choose from. You will definitely find one you like, and you can even start your own club' - Ben, Year 8 pupil

Why work at Sutton Grammar



School history

Sutton Grammar School was founded in 1899 and moved to its present location in 1928. Its motto *Keep Faith* was adopted in 1954, replacing its previous motto *Floreat Suttona* (may Sutton flourish).

There is a thriving House system within the school. After years of a four-house system, a fifth house was introduced in 2017 to accommodate an increase in the number of students entering the school. The houses are named after the four roads around the school, with the fifth house being named after the original site. Each year the House Shield is fiercely contested by pupils, who score points for their houses through a variety of competitions including, arts, music, science, sports and literature.

The Old Suttonians Association is an organisation for former pupils and staff which hosts several events each year and fields numerous sports teams. Many Old Suttonians offer mentoring and careers advice to current students and work hard to maintain close links with the school.

Our location

The school is located in the heart of Sutton, a town with a thriving high street, excellent transport links and numerous green spaces in the town and nearby.

The school is just a short stroll from Sutton's mile-long high street, which boasts many popular, well known stores. There are numerous restaurants, bars and even a live music venue for those looking to socialise after work.

Sutton train station is half a mile from the school and boasts direct rail links to Clapham Junction, Victoria, London Bridge and St Pancras International. Sutton is also served more than 20 bus routes and has good links by car to the M25 and A3.

About the role



Faculty Assistant - Mathematics

We are seeking to appoint a Faculty Assistant for the Mathematics Department. This is an exciting opportunity to join one of the top-performing schools in England. We are seeking a key member of the Support Staff team, to provide a professional and efficient administrative support to the Mathematics Faculty.

The successful candidate will have excellent communication and interpersonal skills enabling them to work effectively with colleagues at all levels and the ability to organise work, prioritise tasks and manage time effectively. Be able to use your own initiative under pressure and also plan a workload to meet deadlines.

We are seeking someone who:

- Is passionate about supporting young people in excelling in Mathematics and supporting teaching staff in delivering high quality education
 - Employs a creative approach and collaborates effectively with colleagues
 - Has strong communication skills and is keen to embrace new technology
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- At Sutton Grammar School we offer:
 - The opportunity to work with bright, perceptive and ambitious young people
 - First class pastoral care with a clear focus on the wellbeing of students and staff alike
 - A well established School Common Room
 - A friendly team working in the best interests of our pupils but also of one another

Faculty Assistant Job Description

Salary/Grade: S6-13

TTO/Hours: 40 weeks per year, 30 hours per week

Reporting to: Head of Mathematics

Purpose: To provide general administrative support to the Head of Department and teaching staff of the Mathematics Faculty.

Liaising with: Head of Faculty, SENDCO, relevant faculty staff, relevant support staff, and parents.

Main Duties:

Faculty Correspondence/Record Keeping

- Undertake formatting of internal tests using Microsoft Word and other appropriate software.
- Write and distribute letters and emails to parents, including whole group emails.
- Produce certificates for Maths Challenge and other such competitions.
- Input the results of internal and external exams/block tests and attainment levels onto spreadsheets, using Microsoft Excel.
- Co-ordinate the monitoring, recording and assessment of pupil progress. Ensure there are detailed and reliable records of individual's progress. Manage the recording, testing and analysis of data.
- Maintain a log of all competitions and lectures attended.
- Maintain a log of staff training/development courses attended.
- Write reports of maths activities for internal publications.
- Manage the sixth form textbook rental system including use of ParentPay.
- Organise the ordering and purchase of GCSE and A level revision materials, A level and Y7 calculators on ParentPay.
- Administer virtual teaching and learning environments, currently Sparx Maths and Integral Maths.

Ordering/Stock Management

- Monitor stock levels within the department.
- Contact external suppliers to obtain quotes.
- Draw up requisitions and pass to the school's finance department.
- Check deliveries to orders and sign for completeness.
- Liaise with suppliers re any discrepancies/missing items.
- Check and maintain asset register annually.
- Liaise with external suppliers or internal premises dept. to ensure the maintenance and repair of equipment.
- Monitor, together with the HOD, the maths budget.

Reprographics and resources

- Create resources in electronic form using specialist mathematical software.
- Scan and laminate resources.
- Undertake photocopying and collating of worksheets and other classroom materials.
- Undertake bulk photocopying for exams and tests.

Faculty Assistant Job Description

Competitions and Lectures

- Take responsibility for all aspects relating to running the UK Mathematics Trust (UKMT) national mathematics competitions in school. There are three individual challenges; each challenge leads into a follow-on Olympiad round.
- Research suitable mathematics competitions and lectures that will enhance and enrich the pupils understanding of the subject.
- Support the HoD in preparing paperwork for the educational visits organised by the maths department, including completing application forms and risk assessments.
- Support the department at various enrichment events and competitions as required.
- Accompany students on educational visits.

Pupil Support (Mathematics)

- Ensure modified papers are obtained for UKMT challenges and modify papers for internal tests.
- Support the use of software within the department.
- Invigilate tests and examinations as directed.
- Attend departmental meetings.
- Provide cover for maths classes as students undertake cover work set by class teacher.

Pupil Support (SEN)

- Support the teaching and learning of individuals/groups of pupils using support strategies appropriate to the needs of pupils, liaising with the SENDCO to ensure test/exams are modified and extra time given as appropriate.

Promotion of Maths

- Maintain and update display boards in classrooms and corridors.
- Maintain Maths area of School website.

Other Duties and Responsibilities

- To play a full part in the life of the school community, to support its distinctive mission, ethos and school policies and to encourage other staff and all pupils to follow this example.
- To continue personal development as agreed.
- To undertake any other duty as specified by their line manager not mentioned in the above.

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in and contribute to team development initiatives.
- Participate in training and other learning activities as required.
- Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- To carry out duties of a similar nature from time to time as may be required by the Headmaster

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 will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors, telephone callers and e-mailers.

The job description will be reviewed regularly and may be subject to change.

Faculty Assistant Person Specification

Category	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • A-C pass or equivalent in English and maths GCSE. 	<ul style="list-style-type: none"> • HLTA status with a mathematics subject specialism • A-level in mathematics or a mathematics-based degree
Experience	<ul style="list-style-type: none"> • Experience of working in an office environment with administration skills • Experience of working within a successful team 	<ul style="list-style-type: none"> • Successful teaching support experience
Skills, Qualities & Abilities	<ul style="list-style-type: none"> • An Enthusiasm for Mathematics • Ability to organise work, prioritise tasks, make decisions and manage time effectively • Confidence, integrity, drive, enthusiasm and compassion • Ability to work quickly and accurately • Flexibility and resilience • Experience in the use of Microsoft Office and Excel for personal use and application of knowledge for department use • A 'Can do' approach • Written and spoken fluency in English • Ability to plan, monitor, evaluate and review work • Ability to maintain records • Work effectively as part of a team; developing positive relationships with colleagues, students, parents/carers and other agencies as appropriate • Possess excellent organisational skills • Ability to work on own initiative and as part of a team and judge when to take decisions and when to seek advice • Ability to prioritise work and work to deadlines • Adaptability, flexibility and resilience • Commitment to high standards of professionalism • Commitment to supporting others achieve high standards • Commitment to equal opportunities and to all aspects of an inclusive education. • Commitment to the ethos and life of the school. • Committed to self-reflection and further professional development 	<ul style="list-style-type: none"> • Ability to liaise with teaching and senior staff • Ability to be flexible with working hours when need demands • Willingness to take an active part in the life of the school • Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, students, parents • To be confident and comfortable in working with numbers



How to apply

To apply please use the online application form - via the Schrole website. Please ensure you include a covering letter to outline your suitability for the role. Please ensure you supply two references, one to include the Headteacher of your current or last school.

Closing date for applications: **Monday 1st June**

Date for interviews: **Friday 5th June**

We reserve the right to invite shortlisted candidates for interview ahead of the closing date and may withdraw this vacancy at any time if there is a good level of response. We would therefore recommend that you submit your application as early as possible.

If you have not been called for interview by **5th June** then your application has been unsuccessful.

Sutton Grammar School is a safer recruiter. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) and an internet and social media check. Sutton Grammar School is an equal opportunities employer.

Safeguarding Statement:

Sutton Grammar School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

Sutton Grammar School has policies and procedures in place to deal effectively with child protection and safeguarding issues, which include tackling radicalisation and extremism, together with recording and monitoring processes. All staff are trained to a level appropriate to their safeguarding responsibilities.

To promote a safe environment for students, SGS employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.

Equality Statement:

Sutton Grammar School is fully committed to equality and to valuing diversity as an employer and a provider of education, and so Sutton Grammar School is committed to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Data Protection:

As part of our recruitment process, Sutton Grammar School collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please see our website

Excellence Kindness

Integrity Community

Excellence

We strive to reach a standard of excellence in everything that we do. From tasks and activities inside and outside the classroom, to being a role-model and ambassador for the School. Excellent effort and participation are on a par with excellent academic outcomes.

“Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.” - Will Durant, American historian and philosopher

Integrity

We aim to always be honest and hardworking, and to take decisions and actions informed by our principles. We will act with good character when we are unwatched as watched.

“I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live up to what light I have.” - Abraham Lincoln, 16th President of the United States

Kindness

We will endeavour to make kindness a feature of all interactions in our School. We are friendly, generous and considerate.

“What wisdom can you find greater than kindness.” - Jean-Jacques Rousseau, Genevan philosopher, writer and composer

Community

Our strength comes from our tolerance, inclusivity and cohesion. A sense of belonging to an SGS family that will last beyond our years at school. Seeking to serve more than just ourselves.

“Education is for improving the lives of others and for leaving your community and world better than you found it.” - Marian Wright Edelman, Civil Rights activist

