

# SMALL ENOUGH TO CARE, LARGE ENOUGH TO INSPIRE

## HEAD OF MATHEMATICS – FULL TIME PERMANENT

Required September 2018

### The position

We are seeking an outstanding and enthusiastic Teacher of mathematics to lead an established team of specialists in a well-resourced, successful department. The ability to teach across Key Stages 3&4 is essential and we would welcome aspiring heads of department as well as colleagues with middle leadership experience.

### The successful applicant

The successful applicant will be a passionate and outstanding mathematics teacher with energy, commitment and experience. You will be joining a friendly, hard working school with a clear commitment to high achievement for all its pupils. Classes have a maximum of twenty pupils. Non-contact time is generous to enable the successful applicant to fulfil this role to the highest standards.

The closing date for the receipt of applications is Monday 19<sup>th</sup> February and interviews will take place the following week.

### About the school

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House.

Saint Nicholas is a remarkable school which prides itself on enthusing, challenging and supporting each pupil to achieve their very best. Educating young people is a great responsibility, one that we take very seriously, but our school is also a place of laughter, fun and discovery - a school where open minded, confident and well-rounded young men and women are formed.

Pursuing the highest standards in all that we do, Saint Nicholas aims to inspire active and curious learners who stretch themselves in all aspects of school life. Academic success is celebrated alongside personal development and at the heart of our school are happy and confident young people with high aspirations, a strong moral compass and a determination to succeed.

Saint Nicholas is an independent co-educational day school for children aged 2½ to 16 years. The school is located on a single site of fourteen acres divided into four constituent parts: the Pre-school, Lower School, Middle School and Upper School. The school is set in beautiful grounds and has superb facilities including a sports hall, swimming pool and theatre as well as extensive outdoor learning and play areas.

The school is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping.

### Terms & conditions

Teachers are paid according to the national main professional scale for teachers including post threshold payments. Saint Nicholas School teachers may contribute to the Teachers' Pension Scheme and the school will contribute the statutory employer's contribution to this scheme if you choose to join. A allowance for leading the department will be payable and will depend upon the qualifications and experience of the successful candidate.

## HEAD OF MATHEMATICS – FULL TIME - PERMANENT

- To teach mathematics across Key Stages 3&4.
- To promote mathematics as a subject within the school.
- To lead the development of the mathematics department.

### STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

#### Vision

- Demonstrate a commitment to a shared vision for the school.

#### Ethos

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.

#### Strategic planning

- Contribute to the development of mathematics in conjunction with the Assistant Head (Academic) Deputy and the Headmaster.

### LEADING AND MANAGING STAFF

- To be responsible to the Assistant Head (Academic)
- To be responsible for convening regular meetings of the department
- To be aware of the needs and skills of staff within the department and seek ways to enhance their professional development
- To involve staff in taking responsibility for aspects of the department's development plan and provide appropriate advice and assistance
- To ensure that staff are aware of their professional responsibilities and uphold the policies of the school
- Be aware of the need to take responsibility for your own professional development.

### EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

#### Manage resources

- Be responsible for the resources in your teaching areas.

#### Manage accommodation

- Ensure a stimulating but safe working environment in which risks are regularly assessed

### TEACHING AND LEARNING

#### Curriculum

- Plan and deliver the teaching programme for all pupils within the class.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Select and make good use of ICT skills for classroom and management support.
- Be familiar with the school's current systems and structures as outlined in policy documents

including the Health and Safety and Child Protection Policies.

#### **Monitoring, assessment, recording, reporting and accountability**

- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Assess and record each pupil's progress systematically with reference to the school's current practice including the social progress of each child and use the results to inform planning.
- Mark and monitor classwork and homework weekly, providing constructive feedback and set targets for future progress.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils' achievement.

#### **Standards and expectations**

- Ensure effective teaching of whole classes groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident

#### **Monitoring and evaluation**

- Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs.
- Evaluate your own teaching critically to improve effectiveness.

### **ACCOUNTABILITY**

#### **Effective communication**

- Provide reports on individual progress to the Head Teacher and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post

### **CONTRIBUTION TO SCHOOL LIFE**

#### **Extra-curricular activities**

- Contribute to the extra-curricular activities by organising and running at least one weekly club or activity after school.

#### **Pastoral duties**

- Take on the role of form teacher as required.
- Attend weekly assemblies.

#### **School events**

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer fetes which take place on Saturdays.
- Attend two Saturday Open Mornings
- Attend the school's Prize Giving, normally the final Saturday of the summer term.