



## Head of Maths

### About Our School

Situated in beautiful, spacious grounds on the edge of the Kentish village of Hawkhurst, Marlborough House is a thriving school for 3 to 13 year olds, consisting of a Nursery, Pre-Prep and Prep school. We also offer flexi-boarding opportunities for pupils aged 8 and over.

Marlborough House is a happy school community where **'Valuing Self and Others'** is at the heart of everything we do. Everyone here receives a warm welcome; ours is a school where you will hear laughter, where **"some children really do skip between lessons"** (Good Schools Guide, July 2016) and where pupils, teachers and parents are known as individuals. Teachers and children work together to achieve the highest standards underpinned by the strong value system and growth mind-set, adopted from the outset by children and teachers alike. Our beautiful 34 acres of grounds provide the perfect setting for sports matches and hugely successful Forest School programme – described by the Independent Schools Inspectorate as a **'natural and inspiring focal point'** for reflection.

At Marlborough House we look to balance the demand for class spaces with our promise to deliver a high quality education where the focus is still very much on the individual. We are committed to employing and developing inspirational teachers who have passion, drive, and vision, but most importantly, the ability to bring their ideas to life and really make things happen.

Our website [www.marlboroughhouseschool.co.uk](http://www.marlboroughhouseschool.co.uk) provides a great deal of useful information about us and will give you a flavour of life at Marlborough House.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected 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 postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report concerns to the Designated Safeguarding Lead.

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### About the role

We are seeking an enthusiastic and passionate Maths teacher to lead this ambitious department in September 2019. An inspirational teacher, with a warm and open personality s/he will be ready to take on the opportunity of leading his/her own department and have a clear vision for moving the department forward. He/she will have strong inter-personal skills and infectious enthusiasm for his/her subject. The ability to teach an additional core subject would be an advantage.

The Head of Maths will be responsible for the subject throughout the School including the Pre-Prep.

All staff at Marlborough House play a full part in the school's pastoral and extra-curricular programme and the successful candidate will be enthusiastic about doing the same. In particular, candidates should be ready to take on the role of form tutor.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children. All staff at the school are subject to a full DBS check.

**Please refer to the full job description person and specification below.**

### How to apply

Please complete all application forms (all sections) and return, electronically (**but not in pdf format please**) to [recruitment@marlboroughhouseschool.co.uk](mailto:recruitment@marlboroughhouseschool.co.uk) (or by post to the school in an envelope marked RECRUITMENT.)

Please note that only applications which are on school application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

**Closing date for applications: 9am Tuesday 23<sup>rd</sup> April 2019**

**Interviews: Initial interviews will take place on Friday 26<sup>th</sup> April 2019**

**Required Start Date: September 2019**

### Outline Terms and Conditions

**Period of employment:** Permanent / Full time

**Salary:** Salary will be according to the Marlborough House scale which closely equates to the national pay scale for teachers. The post is pensionable under the Teachers' Pension Scheme. Lunch is provided.

**Working hours:** This is a full time post. Staff at Marlborough House play a full part in the life of the school, offering extra-curricular or other activities. Additional attendance will be required from time to time for events such as training days, Open Days, Prize-giving, and School events.

**Pre-employment checks:** Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service



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Headmaster **Martyn Ward BEd (Hons)** Marlborough House School Trust Limited, Registered Charity 307793, Registered Company 587487

# MARLBOROUGH HOUSE SCHOOL

## Head of Maths

### Job Description

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#### MAIN AREAS OF RESPONSIBILITY

- Development of the curriculum (from EYFS to Year 8)
- Accountable for Standards within their department from EYFS to Year 8
  - Planning
  - Teaching
  - Learning Outcomes
  - Assessment
  - Record keeping
  - Data analysis
  - Communication including reporting
- Management of teachers within the department (in Years 5 to 8)
- To act in an advisory capacity for subject coordinators

#### RESPONSIBLE TO:

- The Assistant Head (Academic)
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#### DEVELOPMENT OF THE CURRICULUM

- Leading the department's curriculum planning in accordance with School policy as directed by the Assistant Head (Academic)
- Ensuring that the department's curriculum is consistent and continuous from EYFS through to Year 8
- Producing and reviewing a Development Plan for the department with dated targets for further improvement. Producing synopsis of termly 'topics covered'
- Developing schemes of work to be made available to the Headmaster and Assistant Head (Academic) and reviewed on a termly basis
- Producing and updating Long Term Plans (a 'Curriculum Map') for the subject which shows topics, skills, knowledge etc. covered from EYFS to Year 8

- Create an annual Department Development Plan that links to the School's Development Plan, as well as describing the action required resulting from their monitoring and data analysis
- Responsible for the creation and annual upkeep of the Department Handbook

## ACCOUNTABLE FOR STANDARDS WITHIN THE DEPARTMENT IN YEARS 5-8

### Planning

- Responsible for the standard of Planning
  - Ensuring that subject department documentation (policies, plans, lists etc.) is up to date and developing in order to meet fully the current and future needs of pupils, staff, parents and inspectors
  - Ensuring that Medium and Short term plans are produced in line with the School's policies in a timely fashion
  - Ensuring that individual teachers' planning is regularly monitored
  - Working closely with teachers within the department on the production and follow-up of their action plans
  - To regularly review the department programmes of study and schemes of work
  - To review and monitor all planning from EYFS to year 8 - includes long term plans and schemes of work and plans for cross-curricular work

### Teaching

- To be responsible for giving guidance to individual teachers as appropriate
- To ensure the highest standards of teaching and learning within their department
  - Managing the teaching methods used by the department by developing and selecting suitable materials and advising on classroom practice
  - To uphold the general principles of the School's curriculum policy, helping to ensure high standards, breadth, differentiation, progression and balance.
- Act in an advisory capacity to the subject teachers
- To establish the best use of appropriate study skills
- Responsible for standards of teaching and learning:
  - To monitor pupils' work by inspecting books and files on a regular basis, and report back appropriately to pupils and staff
  - Organising a rolling programme of lesson observations
  - On-going monitoring of the performance of teaching staff within the department via formal and informal methods
  - To ensure the high quality of displays of pupils' work in classrooms and for parents at open days and parents meetings
- To be responsible for the standard of the extension programme for high achieving pupils
  - To be responsible for ensuring that 'able pupils' are fully extended

- SEN
  - To liaise with the Head of Learning Support and other staff over the support of children with special needs

## Learning Outcomes

- Responsible for engendering the following within children at MHS:
  - a love of their subject
  - an intellectual curiosity about their subject
  - an aspiration to achieve the highest standards in their subject
- Responsible for the standards of attainment of children in internal examinations and assessment
- Responsible for results at 11+, Common Entrance, Scholarship and all other external examinations in their subject
- To monitor standards/achievement of pupils in all years in liaison with Head of Middle School/Pre-Prep and Assistant Head (Academic)

## Assessment and Record Keeping

- To be responsible for the standard of assessment within their department
- To keep records of all tests /assessment data/monitoring and discussions/meetings with teachers
- Internal Assessment
  - To monitor marking in line with department policy
  - Oversee assessment grades in end of term reports to ensure consistency throughout the department
  - To ensure that pupils are fully prepared for any internal assessments; to oversee extra preparation that might be necessary for such assessments.
- Internal examinations
  - Producing and distributing exam revision guides
  - Overseeing the setting and marking of internal examinations
  - To ensure that pupils are fully prepared for the exams sat; to oversee extra preparation that might be necessary for internal exams
- External Examinations
  - Remain abreast of all exam requirements for external ISEB syllabus such as Common Entrance, 11 Plus and Pre-Testing
  - To help ensure that pupils are fully prepared for the exams sat; to oversee extra preparation that might be necessary for specific exams including, but not exclusively: CE, Scholarship, 11+, ISEB Pre-Testing

- Responsible for ensuring a high standard of Assessment and Record keeping
  - Responsible for the quality of individual and department assessment and record keeping through regular monitoring and evaluation

## Data analysis

- To analyse 11+, ISEB Pre-Testing, 13+, CE and Scholarship results
- Responsibility for tracking pupil progress and potential within their subject
  - To analyse assessment results and liaise with Learning Support where appropriate
  - To analyse departmental results with a view to evaluating the department's successes and development needs
- Responsible for ensuring a high standard of data analysis
  - Responsible for the quality of individual and department tracking of pupil progress and potential, through regular monitoring and evaluation
  - Responsible for tracking of the department's progress through monitoring and evaluation
- Analyse assessment data and use this to inform teachers about success of the department and action required to improve

## Communication including reporting

### Parents

- Written reports
  - See below
- New academic sets
  - To ensure that parents are informed about proposed changes to academic sets

### Colleagues

- Meetings
  - Arranging regular meetings with individual teachers within their department and with the Department as a whole
  - The Head of Department also liaises with the Head of Pre-Prep and the subject coordinators in the Middle School and Pre-Prep
  - Attends all Head of Department meetings, chaired by the Assistant Head (Academic) to ensure the best possible coordination and implementation of School and departmental policies
- Reports
  - Responsible for ensuring a high standard of reporting within their department

- To ensure details of the topics to be covered during a term are collated and presented to parents at the beginning of that term
- To help ensure consistency in comments and grades given by overseeing reports and analysing grades and marks as necessary
- To give guidance on report writing as needed; to ensure reports are positive, constructive and balanced
- Parents evenings
  - To ensure that teachers within their department are fully prepared for parents evenings

## MANAGEMENT OF TEACHERS WITHIN THE DEPARTMENT IN YEARS 5-8

- Induction and guidance of new teachers
- Overseeing professional development of department teachers including updating subject expertise
- Advising the Headmaster in the recruitment of department staff
- Holding regular departmental meetings and ensuring minutes are kept
- NB: Teacher Performance in Middle School and Pre-Prep to be monitored by Head of Middle School and Pre-Prep. This information to be shared with Assistant Head (Academic)

## OTHER

- **Budget**
  - As required by the Bursar, the Head of Department prepares an annual budget and forecast of departmental resource needs and manages the department's expenditure and stock control
- **Facilities and Resources**
  - The Head of Department is responsible for the rooms and equipment as allocated to the department, for maintaining an inventory of such and for advising the Bursar on the maintenance of furniture and equipment
- **Health and Safety**
  - Have regard to all School policies and procedures
  - Read and follow all relevant policies and procedures (in particular Health and Safety and Safeguarding and Child Protection policies)
  - Be alert at all times to Health and Safety or Safeguarding issues or potential issues and report these as appropriate
- **Display**
  - The Head of Department is responsible for a high quality of wall display, including work by pupils, changed at regular intervals within the department and around School

- **Communication**
  - Information to parents and colleagues about the work of the department and about pupils' progress is to be provided by the Head of Department as required
  
- **General**
  - To organise subject days or exhibitions or other similar events at the School
  - Perform any other duties as commensurate with the post that the Headmaster may reasonably ask the Head of Department to perform from time to time
  
- **Confidentiality**
  - During the course of employment the Head of Department will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation
  
- **Data Protection**
  - During the course of employment, the Head of Department will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and School business/information
  - Ensure all necessary student records and notes are kept up to date on SIMS, including SEN and medical information, and ensuring compliance with the School's policies on data protection





# MARLBOROUGH HOUSE SCHOOL

## **Head of Maths**

### **Person Specification**

The successful candidate will ideally possess the following key attributes and experience.

#### **Personal Skills**

- passion for the development and education of the whole child
- excellent member of a team
- capable, organised and flexible in approach
- warm, open and enthusiastic person
- sense of humour and perspective
- ability to relate to parents as partners within the school community
- leads by personal example
- a strong commitment to the School's values, aims and ethos, with a desire to contribute to the strong sense of the Marlborough House close-knit community

#### **Professional skills**

- Teaching
  - inspirational and creative teacher
  - ability to use a range of teaching methods to suit the individual child
  - high expectations
  - up to date knowledge of how children learn and achieve
  - excellent classroom management skills
  - understanding of Assessment for Learning and commitment to tracking pupil progress
- Leadership
  - excellent communication skills
  - ability to inspire respect from colleagues, pupils and parents
  - excellent organisational skills
  - ability to lead and motivate teachers within the Department
  - ability to lead and manage the Department
  - ability to manage conflicting demands and priorities
  - supportive to the aims of the Department

#### **Qualifications**

- A good degree
- QTS

## Experience

- thorough understanding of the Key Stage 2/3 Curriculum

## Other

- willing to become involved in the life of the school as a whole
- Shares the School's commitment to providing a safe learning environment where safeguarding children's welfare comes first
- Committed to following statutory guidance in 'Keeping Children Safe in Education'

