



Orwell Park School

Job Title: Head of Maths
Date: April 2024
Reporting to: Deputy Head Academic

Main Purpose:

- To teach pupils Maths, seeking to instil a love of mathematics in all pupils.
- To fulfil the overall aims of the School, inspiring pupils in the department, and in other areas of the School.
- To drive continuous improvement in Maths attainment levels throughout the school, culminating in success in scholarship and entrance exams to the country's leading senior schools.

Specific Responsibilities

- To teach Maths to KS2 and KS3 pupils (Years 5-8), including some Common Entrance and Scholarship classes. To liaise with pastoral tutors to feedback on issues which could affect a child's progress in the subject.
- The successful applicant will lead the development of the subject throughout the School, from Nursery to Year 8. This will include, designing and implementing a comprehensive mathematics curriculum that goes beyond the National Curriculum, ensuring that lessons are engaging, challenging, and differentiated to meet the needs of all students.
- Provide strong leadership to the Mathematics department, inspiring and motivating colleagues to deliver high-quality teaching and learning experiences. Foster a collaborative and supportive team culture that encourages professional growth and development.
- Stay abreast of current educational research and best practices in mathematics instruction. Lead the integration of innovative teaching methods, technology, and resources to enhance the teaching and learning of mathematics across all year groups.
- Develop and implement effective assessment strategies to track student progress, identify areas for improvement, and provide timely feedback to students, parents, and colleagues. Use assessment data to inform instructional planning and intervention strategies.
- Draw up other syllabus documentation as appropriate so that there is logical and cohesive progress towards the Common Entrance/scholarship examinations.
- Work with the Deputy Head (Academic) to produce a departmental development plan which is regularly updated.
- Communicate effectively with students, parents, and colleagues, keeping them informed about curriculum updates, student progress, and departmental initiatives. Collaborate with other faculty members to promote cross-curricular links and interdisciplinary learning opportunities.

- Organise and oversee extracurricular mathematics activities, competitions, and events to enrich the mathematical experiences of students and promote a love of learning mathematics beyond the classroom, in turn raising the profile of the subject

Other responsibilities will include:

- managing the departmental budget and resources
- reviewing assessing, recording and reporting strategies in the department and ensuring that they are broadly in line with whole-school policies
- annual review of all other departmental policies, including schemes of work and departmental handbook
- Mark pupils' work promptly, regularly and in accordance with the School's marking policies and guidelines so that pupils and parents receive ongoing and constructive feedback about work done.
- Record and report pupils' effort, attainment and progress in accordance with School's systems and calendar deadlines.
- Write interim and full reports to parents on all children in accordance with the School's systems, guidelines and calendar deadlines.
- Participate in parents/staff/departmental meetings as required.
- Identify own training needs and agree solutions with the Deputy Head (Academic).
- Attend and participate in School INSET and other training/development events organised by the School.
- Become acquainted with School Policies and operate in accordance with the School Ethos and Mission.
- Contributing to all aspects of a busy, thriving, boarding prep school: participation in duties/games/activities, Saturday school and occasional Sunday duties/boarding/ residential trips etc.

Essential Skills, Knowledge and Experience:

- Bachelor's degree in Mathematics, Education, or a related field (Master's degree preferred).
- Qualified Teacher Status (QTS) in the UK.
- Proven experience teaching Mathematics at Key Stage 2 and Key Stage 3 levels.
- Strong leadership skills
- Previous experience in a leadership or management role (desirable).
- Experience in curriculum development, assessment, and data analysis.
- Ability to teach another subject is advantageous;
- Understanding of the Common Entrance and scholarship syllabuses (desirable).

Attributes:

- Outstanding classroom practitioner, with an excellent subject knowledge of Maths. Familiarity with current educational technologies and pedagogical approaches in mathematics instruction.
- Enthusiasm, drive and initiative, as well as a genuine interest in all areas of school life and a willingness to be involved in the life of the School.
- A passion for mathematics education and a commitment to promoting academic excellence.
- Excellent communication and interpersonal skills.
- Effective classroom management skills.

- Effective time management.
- Flexibility, resilience, patience and good humour.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be 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 post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's DSL (Deputy Head Pastoral) or to the Headmaster.