



## Person Specification

### Head of Maths

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	A good honours degree in a relevant subject  Qualified Teacher Status (QTS)	
<b>Experience/Knowledge</b>	A passion for Maths  Commitment to sustain a seven day a week boarding environment  Excellent subject knowledge  Good understanding of the relevant curriculum  Experience of working with gifted pupils  Relevant, recent classroom teaching experience	Experience of working in a boarding school environment
<b>Teaching and Learning</b>	Evidence of improving teaching, and learning outcomes  Ability to ensure standards of behaviour are met at all times  Good communication skills with staff, students, parents and support staff  Commitment to the role of a tutor  Commitment to safeguarding and the welfare of students  Evidence of, and commitment to, continued professional	Innovative approach to curriculum delivery  Drive initiatives and generate ideas

	<p>development</p> <p>Strong interest in the role of ICT in teaching and learning, especially the use and implementation of Google Classroom and associated applications</p>	
<b>Skills and Attributes</b>	<p>Develop and maintain good working relationships</p> <p>Ability to work as part of a team</p> <p>Act as a role model for staff and students</p> <p>Willingness to participate in a range of co-curricular activities</p> <p>Contribute whole-heartedly to other aspects of school life</p>	
<b>Personal Qualities</b>	<p>Ability to motivate and inspire students</p> <p>Ability to reflect and self assess</p> <p>Stamina and emotional resilience</p> <p>Commitment to the ethos and values of Mowden Hall</p>	



## **Head of Maths**

The following job description is non-contractual and not exhaustive. It is intended to give an indication only of the main areas of focus and responsibility.

**Reporting to:** The Head

**Salary Scale:** Mowden Hall Salary Scale

### **The Role**

We have an exciting opportunity for a highly motivated, suitably qualified and inspirational teacher to oversee our Maths curriculum and teach to Common Entrance and Scholarship level. The post provides considerable scope for someone with imagination, drive and experience to direct and shape the future of the department, and to develop his or her own career. He or she should be academically well qualified and be clearly capable of leading colleagues and guiding students of high ability. The successful applicant will have the energy, commitment and ambition to challenge students to enjoy maths and have the people skills to lead and manage a large and dynamic team. He or she should be advanced with ICT and its use as a tool for learning, teaching and administration.

The Head of Maths is responsible to the Head for the efficient running, development and performance of the department, supporting all members of the department in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning. As a busy boarding school, the ability to offer Games, Activities or Clubs would be desirable.

### **Responsibilities**

#### **Head of Department**

- To ensure that a relevant scheme of work is maintained and reviewed regularly and that departmental policy is implemented;
- To actively engage in a review of the department; the aim of which will be to confidently review the quality of teaching and learning, on a regular basis;
- To act upon the findings from the review to maintain the highest quality of teaching and learning across the department;
- To engage colleagues to talk about their teaching and the impact that it has on pupil learning;
- To ensure that data is used effectively as a useful measure of progress, though never as a blunt instrument, and always accompanied with a deep understanding of the pupils as individuals;

- To manage the departmental budget effectively and ensure that the department is appropriately resourced;
- To lead members of the department, offering help and guidance when necessary and encouraging their ongoing training and development, and to involve all colleagues in departmental development planning;
- To hold departmental meetings as required;
- To liaise with other Heads of Department, the Deputy Head, and the Head as appropriate;
- To liaise with the Learning Support Department, ensuring that the needs of all pupils are met;
- To liaise with Pre-Prep and Nursery Departments to ensure continuity and progression;
- communicate with parents and other schools, as applicable;
- To teach maths across all key stages, as timetabled, including preparing pupils for Common Entrance and Scholarship examinations;
- To keep up to date with educational developments and changes within the subject area;
- To monitor and review the progress of pupils through regular assessment;
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- To prepare for and attend Parents' Meetings;
- To take an active part in the extra-curricular life of the School and its pupils;
- Appraisal – to be part of the School's appraisal system, and if required by the Head, be part of a team of appraisers.

### **Pastoral care**

- To share in the collective responsibility of the pastoral care, well-being and discipline of all pupils at Mowden Hall School;
- To provide guidance and advice to pupils on educational, social, moral, spiritual and cultural matters;
- To participate in meetings with staff and parents to discuss pupils' progress as required;
- To assume the role of Form Teacher if required;
- To support the boarding community, by doing duties and activities, if required.

### **Public Relations**

- To be readily and enthusiastically available to parents, displaying approachability and professionalism at all times.

### **Other**

A teacher at Mowden Hall is far more than a classroom teacher and a tutor, and the school expects its teachers to contribute whole-heartedly to other aspects of school life. The richness of the life of the school depends upon teachers who, for example, coach games, assist with plays, support and organise clubs, and take children on trips to concerts and the theatre. Boarding-school life also requires teachers to give of their time at weekends and in the evenings in order to supervise and support pupils in the many activities the school offers.

*Mowden Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Prep Schools Trust; enhanced Disclosure and Barring Service Check; proof of right to live/work in the UK, and evidence of stated qualifications.*