



BROMSGROVE

PREPARATORY SCHOOL

APPLICANT INFORMATION FOR THE POST OF
HEAD OF MATHS

Required September 2019

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BROMSGROVE SCHOOL MISSION STATEMENT

FLAIR : DISCIPLINE : ACADEMIC RIGOUR

Bromsgrove School aims to produce happy, creative, moral citizens who live motivated, fulfilled lives while enriching the lives of others.

It seeks to achieve this through an enlightened, disciplined and broad education that responds to global change while retaining core values.

The Core Values Bromsgrove seeks to foster in its pupils are: Humility and Confidence; Compassion and Ambition; Respect and Curiosity; Tolerance and Vision

AN OVERVIEW

We seek to appoint an outstanding teacher to lead a superb department. The new Head of Department will be the public face of the department, will be passionate about the subject and demonstrate flair whilst maintaining the very highest of standards – they will be able and have a real sense of drive and vision. They will seek to promote pupils' enthusiasm for Mathematics both inside and outside of the formal curriculum, including running Maths competitions and activities. Bromsgrove Preparatory School is looking for a dynamic and innovative teacher to lead the development of this core subject. The successful candidate will need to continue to develop the very strong reputation of the innovative and exciting Maths Department; they will promote the development of Digital technology to enhance teaching and learning. Bromsgrove Preparatory School is a large forward thinking school and this role would suit an experienced teacher who may already have had some experience in leading a department.

Bromsgrove pupils are academically ambitious and resilient: their behaviour is exemplary. Whilst the School is not exceptionally selective, pupils are expected to work hard and fulfil their potential. Further down the line, Prep leavers will be expected to achieve 60% A* / A grade in both GCSEs and A Levels, with a further quarter gaining a B grade. In 2018 Bromsgrove IB Diploma students averaged 38.4 points ensuring that the University of Durham's Value Added data continues to indicate that Bromsgrove pupils' results are amongst the very best in the region bar none.

A major feature of the School is the huge diversity of the extra-curricular activities on offer to pupils. Preparatory children have access to state of the art sports facilities and teams expect to be nationally competitive in all major team sports. It is expected that all staff will contribute in some way to this side of School life. Opportunities also exist for involvement in extra-curricular cultural, dramatic and intellectual pursuits. The Prep School works a six-day week, with Saturdays given to sports and other activities. Pastorally, the Prep School is based on form groups (with a four form entry in Year 3 growing to six forms in Year 8), but House competitions and, in particular, the boarding House, also play key roles in the life of the School. Involvement with the boarding life of the School is encouraged and all staff work one Sunday per year in the boarding house as a minimum. A major refurbishment of the Prep School was completed in 2017. The Performing Arts now benefit from an impressive 300-seater theatre located in the Prep School, providing the school with an outstanding facility to deliver and enjoy the dramatic arts. There is also a dance/drama studio, which is a wonderful creative space. The Routh Concert Hall, opened in October 2017 by Julian Lloyd Webber is a hub of musical activity in the School and local area. Completion of this building work has ensured that academic facilities across the board are unrivalled.

In short, the School is a hardworking environment but offers a diverse range of opportunities for pupils and staff within a strongly academic and ordered framework. We seek to appoint teachers who are passionate about their subjects and the learning experience pupils receive. We aim for them to actively inspire and engage students by putting learning within the context of intrinsically interesting academic disciplines. The School encourages pupils both to reflect on their evolving ability as learners and to demonstrate their ability to learn and understand content and concepts.



HEAD OF MATHS

The Head of Maths will be required to undertake an aspect of extracurricular activity. Candidates with an ability to teach games are particularly sought after, however this is secondary to the ability to lead the department successfully and should not deter potential candidates.

Staff are expected to contribute to the diverse rota of post school activities which occur during the week. All teachers are expected to play their part within the supervision duty system. All staff are required to work one Sunday each academic year in the Preparatory School boarding house. There are additional opportunities available for staff who wish to become boarding tutors.

SPECIFIC RESPONSIBILITIES

- To take full responsibility leading the development of Maths throughout the Preparatory school.
- To liaise with Senior School staff for transition of pupils and curriculum when necessary.
- To liaise with Pre-Prep curriculum coordinator regarding teaching and curriculum
- Oversee and co-ordinate the curriculum planning, assessment and records for Mathematics Department
- Ensure that up to date planning and SoW are on the Common Area, accessible to Deputy Head Academic, adapting National Curriculum to suit needs of children and linking to appropriate resources
- To produce and update when necessary the following departmental records:
 1. The department policy document
 2. The department development plan
 3. The department financial requirements and records of how budget is spent
 4. The coverage of schemes of work
 5. Details of test results and attainment grades.
- Responsible for the Maths curriculum policy document
- Ensure the effective integration of Digital Technologies into the SoW.
- Manage departmental budget
- Arrange meetings with parents whenever relevant
- Responsible for the delivery and development of Key Stage 2 and 3 Maths curriculum and syllabus.
- To manage methods of assessment in Maths
- To keep abreast of current developments in the teaching of Maths and attend any appropriate available INSET.
- Lead transition between Year 2/3 and Year 8/9
- Write entrance tests and suggest entry requirements for Maths for Years 3-8
- Pupil progress -
 1. use data tracking sheet to identify where pupils are in their learning, identify underperforming pupils and put appropriate support in place
 2. lead maths support sessions after school to support less able
 3. identify and monitor progress of More Able pupils and support the Deputy Head Academic where appropriate
 4. carry out half termly pupil progress meetings with KS coordinators
- Ensure excellent provision for all children, particularly more able by organising and entering maths challenge events
- Write assessments for all year groups throughout the year to assess progress (using AfL and formal tests)
- Interpret GL and MidYis and discuss findings with department & developed the intervention strategies that are required.
- Write a yearly departmental development plan
- Update departmental handbook to reflect changes to curriculum etc
- Work with staff in all sections of school to create joint policies
- Lead lessons for others to observe
- Observe and give feedback on lessons
- Carry out book trawls to check consistency, high standards every term
- Carry out performance management for all teachers within the department
- Teach across the age and ability range
- Prepare activities for school open days
- Work closely with Year 3/4 class teachers (supporting non-specialists) in delivering the curriculum
- Managing budget
- Putting in bids for funding when required
- Utilising the budget for digital technologies - buying apps and ensuring online content available for all pupils to support learning at home
- Writing detailed leaflets every term to outline curriculum content and available apps.

GENERAL RESPONSIBILITIES

- To be a Form Teacher.
- To be efficient and effective in carrying out administrative duties which are necessary within the school.
- To actively participate in maintaining and raising the standards of the pupils with regard to: teaching methods, schemes of work, methods of assessment and discipline.
- To keep full and up-to-date records including a subject tracker where the progress of all pupils can be monitored (SEND, EAL, Gender & More able)
- To write subject and pastoral reports in line with the School's reporting schedule
- To maintain displays of pupils' work and subject resources in the classroom.
- To support the activities and Games programmes.
- To attend parents' consultations in their role as subject teacher and HOD
- To participate in INSET provided by the School during the period of employment and to seek other PPD opportunities.
- To take a full and fair part in the staff duty programme.
- To attend, and take part in, school and year group assemblies, staff meetings and departmental meetings.
- To be involved in Open Mornings, entrance testing and Induction mornings.
- To take part in organising and supervising educational visits.
- To make an active contribution to whole school events.
- To support and participate in the Sunday staffing rota of the boarding house as outlined above.

OTHER REQUIREMENTS

The Head of Maths will be required to undertake an aspect of extracurricular activity. Candidates with an ability to teach games are particularly sought after, however this is secondary to the ability to lead the department successfully and should not deter potential candidates.

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HOW TO APPLY

Please visit the School website www.bromsgrove-school.co.uk and complete the online Application Form.

Closing date for all applications is **Friday 22nd February** , with interviews being held shortly after this.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.



BROMSGROVE SCHOOL - PREP SCHOOL



- 1 Prep School Reception
- 2 Cobham Theatre Entrance
- 3 Maple – Junior Department
- 4 Sports Hall
- 5 Llanwrtyd Centre
- 6 Page House
- 7 Webber
- 8 Routh Concert Hall and Music School
- 9 Health Centre