



# GORDONSTOUN

Broader experiences, broader minds.

## HEAD OF MATHEMATICS

**Reports to:** Assistant Head Teaching and Learning

**Job Purpose:** Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. The key focus of this role is to enthuse students and promote the importance of mathematics to the young people of Gordonstoun. Through your outstanding practice you will support students in gaining formal qualifications and aid them in taking their place as twenty-first century international citizens.

**Grade:** dependent on experience and current grade

**Working hours:** full time (39 hours per week)

### Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

### Major responsibilities of the role:

#### Development

- Lead the development of the Mathematics Department to ensure all students are able to flourish in our curriculum.
- Develop and review an annual Departmental Development Plan which considers the whole School Development Plan in consultation.
- Develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the department, taking account of best practice and national/international guidelines.
- Maintain a focus on continuous department improvement by setting up tracking and monitoring systems.

#### Staff

- Complete appropriate annual reviews within school guidelines with all members of the department.
- Monitor CPD allocation within the department.
- Monitor absence and provide cover work if necessary.
- Allocate an appropriate, balanced and fair timetable to members of the department.
- Manage support staff where appropriate.

- Promote teamwork and delegate responsibilities where appropriate.

### **Pedagogy and Continuing Professional Development**

- Engage in and maintain a critical interest in educational developments and develop a learning culture amongst practitioners which promotes ongoing discussion and reflection on best practice.
- Lead departmental INSET and encourage others to take a lead in sharing good practice.
- Conduct lesson observations, learning walks and lesson drop ins as required by school policy and feedback to staff.

### **Communication**

- Represent the department and communicate staffing matters to senior management as appropriate.
- Schedule regular departmental meetings and record minutes.
- Record and manage complaints in accordance with school policy

### **Resources**

- Submit, monitor and use the departmental budget effectively.
- Monitor the fabric of the departmental buildings and consult with Maintenance Department as appropriate.
- Monitor IT provision and consult with the IT Services as appropriate.
- Lead the implementation of the appropriate School Health and Safety Policies for staff and students in the department.

### **Students**

- Implement behaviour management strategies and school discipline policies within the department.
- Set high expectations of all students.
- Monitor attendance of students and address specific issues.
- Develop strategies for tackling underachievement and provision for extension
- Coordinate out of lesson support sessions when appropriate, such as clinics, trips, fixtures and workshops.

### **Inclusion/accessibility**

- Liaise with Pastoral Staff and the Learning Support Department to promote the interests of all students.
- Ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- Ensure all Department members have consulted Learner Profiles to understand the additional needs of students of Learning Support students in their classes.

### **Assessment**

- Monitor the quality of feedback given to students in the department.
- Produce information on and analysis of internal and external exam results.
- Set appropriate internal exams that provide useful tracking information.

### **Curriculum**

- Model high quality teaching by preparing and delivering varied, well-resourced and effective lessons.
- Assess and mark the prep and classwork of students regularly using a range of approaches and adhere to the exam board mark schemes when required.

- Gather and use feedback and learners' progress data to evaluate and plan future learning.
- Compose clear and informed reports for parents in line with school policy.
- Attend Parent consultation meetings and communicate with the appropriate house staff and parents to support the learning and wellbeing of students.
- Promote and support the wellbeing of all students in their care and continue to develop knowledge of the national guidance.
- Give support to the department and school in invigilating exams and offering appropriate support for students with timetabled lessons.

**Additional responsibilities of a full-time member of staff:**

- Participate in the weekly Activity and Service Programme of the School as arranged by the Assistant Head Co-Curriculum.
- Assist with cover and invigilation of examinations.
- Take responsibility for the development of a group of pupils as a tutor in one of the Boarding Houses. This involves: meeting students on a regular basis during a weekly tutor period and a weekly evening boarding house duty; liaising with parents on a regular basis; attending morning chapel; planning and delivering activities for the weekly tutor period and supporting the wider activities of the boarding house.
- Be involved in the school duty rotas, including cover, invigilation, boarding, travel and social duties.
- Take a full part in the life of the School beyond the classroom, including regular attendance at chapel, school functions and supporting co-curricular life such as expeditions, team fixtures and rehearsals.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> <li>• Experience of teaching mathematics up to GCSE and A level (or equivalent) in a secondary school.</li> <li>• Experience of leading staff teams to create, develop and apply vision.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching A level Further Mathematics.</li> <li>• Experience of preparing students for Oxbridge entrance.</li> <li>• Experience of leading performance management and continuing professional development.</li> </ul>	Application Form  Interview
Education & qualifications	<ul style="list-style-type: none"> <li>• Good first degree in mathematics or closely related discipline.</li> <li>• Postgraduate Certificate in Education or equivalent in secondary education.</li> <li>• Meets requirements to register with the GTCS.</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications</li> <li>• Already registered with the GTCS.</li> </ul>	Application form Sight of qualifications at interview
Skills	<ul style="list-style-type: none"> <li>• Excellent IT skills, including proficiency in all MS Office applications.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to organise and teach groups of students at all levels of ability.</li> <li>• Ability to motivate students and improve attainment.</li> <li>• Ability to employ appropriate differentiation.</li> <li>• Ability to lead, motivate, challenge and inspire staff.</li> <li>• Ability to initiate and successfully implement change.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific qualifications or skills relating to one or more areas of the broader activity programme.</li> </ul>	Application form References Interview
Skills/abilities specific to the post	<ul style="list-style-type: none"> <li>• Conscientious and diligent, with excellent attention to detail.</li> <li>• Enthusiastic, diplomatic and calm under pressure.</li> <li>• A proven track record of strong working relationships with students, colleagues and customers.</li> <li>• A positive and proactive attitude to manage a high volume of work.</li> <li>• Flexible, with a can-do attitude.</li> <li>• Someone who creates a positive and cooperative working environment.</li> <li>• A commitment to Gordonstoun's unique educational ethos.</li> <li>• A commitment to doing the best for students from diverse cultural backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold people to account for delegated responsibilities.</li> </ul>	Interview
Child protection	<ul style="list-style-type: none"> <li>• Suitable to work with children.</li> <li>• A full PVG check will be completed on the successful candidate.</li> </ul>		References PVG check