

HEAD OF MATHETMATICS

REQUIRED April or September 2021

This is a superb opportunity for an ambitious, dynamic, innovative leader to head our thriving Mathematics Department.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

Alice Lucas, Headmistress



THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire and Hertfordshire with easy access by Underground from central London.

We aim to ensure that every pupil:

- is excited by learning and the opportunity to excel
- is intellectually curious and thinks independently
- is confident and able to lead as well as be a team member
- has integrity, celebrates diversity and respects others
- uses her talents, energy and enthusiasm for the benefit of the community
- has skills which enable her to become a leader of her community and profession

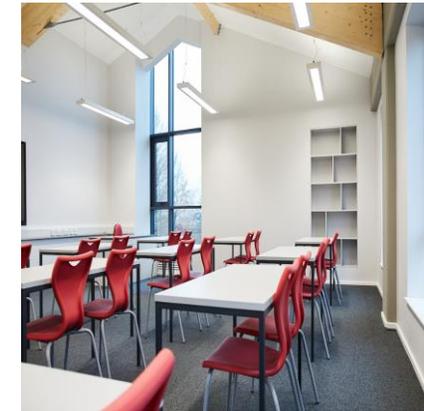
Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.



THE MATHEMATICS DEPARTMENT

The Department comprises the Head of Mathematics, a second-in-department, and ten other full and part-time Mathematics specialists.

The Maths Department is based in our purpose built, specialist STEM building which has just opened and contains a dedicated Maths teacher staff room and HoD's office. Teaching takes place in bright, spacious well-equipped classrooms with interactive whiteboards.



Our pupils enter take the Edexcel GCSE (higher tier), having recently changed from IGCSE. IGCSE results are excellent, with over 96% achieving grades 7 and above in 2019.

The Key Stage 3 curriculum prepares girls for the rigours of the GCSE course whilst offering many opportunities for enrichment. Girls enter UKMT challenges and team competitions.

Trips to Maths in Action lectures, the Bank of England and Bletchley Park are other enrichment activities which have been offered by the Department. A Level Mathematics is one of the most popular subject options in the Sixth Form. We follow the Edexcel course. We also offer Further Mathematics to both AS and A Level to a small but increasing number of dedicated students. In 2019 our Further Mathematicians achieved an 100% pass rate at grades A* and B.

The Department has an enviable track record of successfully preparing students to apply for Mathematics and related courses at the most prestigious universities, including Oxford and Cambridge.



THE ROLE

REPORTING

This position reports to the Academic Deputy Head.

KEY RESPONSIBILITIES

The management responsibilities as the Head of Mathematics include:

- to have a clear vision for the future of the Department
- to provide leadership and line management to the staff in the Department
- to monitor the work of staff in the Department via formal and informal lesson observations, work scrutiny, annual Professional Development Review meetings and other appropriate means, ensuring that learning and teaching within the Department is consistent with the School's Strategic Framework.
- to provide support, coaching, mentoring, challenge and advice to all members of the Department to secure the highest standards of learning, teaching and professional development
- to develop and implement departmental policies in line with whole school policies
- to ensure the ongoing development, implementation, monitoring and review of departmental schemes of work, teaching strategies, homework, marking, assessment, recording and reporting
- to participate in Departmental Reviews, evaluate the work of the Department and report to the Senior Leadership Team
- to organise the distribution of teaching in the Department
- to ensure effective communication within the Department and to hold regular teaching and learning focused departmental meetings

- to delegate clearly defined areas of responsibility to other members of the Department
- to assist in the assessment and selection of prospective pupils in consultation with the Academic Deputy Head
- to ensure that all members of the Department have access to professional development opportunities which are consistent with their own needs and those of the Department and School
- to be responsible for departmental resources
- to ensure a safe working environment for staff and pupils, both in the classroom and on educational visits
- to prepare and manage the annual departmental budget
- to teach an appropriate period allocation (normally 35 periods over a two-week timetable)
- to liaise with the teacher responsible for Mathematics in the Prep School
- to be an active member of the Academic Advisory Board

OTHER DUTIES

- Carry out such duties that may be reasonably required by the Headmistress
- Contribute to the school's programme of extra-curricular activities
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose required from time to time
- Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn
- Follow responsibilities as defined in the Health & Safety Policy
- Promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection Policy
- Support and promote and School's ethos, aims and objectives.



THE PERSON

Essential:

- Leadership skills
 - A good honours degree in a relevant or associated subject
 - Experience of teaching Mathematics across the secondary age range and demonstrable passion for the subject
 - Detailed understanding of current developments in the secondary curriculum and assessment
 - Experience of curriculum/subject development
 - Demonstrable ability to work in a team and work collaboratively
 - The ability to lead and motivate a team
-
- Commitment to further professional development
 - Drive and ambition

Desirable:

- a teaching qualification such as a PGCE

BENEFITS

- Membership of the Teachers' Pensions Scheme
- 50% fee remission for staff children
- Staff accommodation
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the School is set in a conservation site in excess of 20 acres.



APPLICATION PROCESS

Applications for this post should arrive by **8am Monday 1st February** and can be made through the TES portal.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Headmistress and Senior Management Team, be observed teaching, meet the department and tour the facilities.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance
- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK
- If you have any queries about this position, please contact the School at recruitment@sthelens.london

