

# HEAD OF MATHEMATICS

Required for September 2018

The School is seeking to appoint a Head of Mathematics to lead this thriving and highly successful Department. This is an excellent opportunity for a dynamic and well-qualified teacher to take responsibility for our Mathematics and Further Mathematics provision.

Competitive salary offered, above that of the maintained sector. A willingness to contribute to the extracurricular life of the School is essential.

For further information or to apply for the role please refer to the School website where a job description, person specification and application form can be found.

<http://www.johnlyon.org/information.aspx?SubCatID=53>

Completed applications should be returned to [recruitment@johnlyon.org](mailto:recruitment@johnlyon.org)  
Please be aware that CV's alone will not be accepted.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

**Closing date for applications: 9am on Thursday 16<sup>th</sup> November 2017.**

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The John Lyon School is an equal opportunity employer.

# HEAD OF MATHEMATICS

## JOB DESCRIPTION

*Reports to: Director of Studies*

## ABOUT JOHN LYON

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with 'value added' at all levels, GCSE, AS and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

## PRINCIPAL RESPONSIBILITIES

The Head of Mathematics is responsible specifically for the leadership and development of Maths throughout the School, ensuring that each pupil is positively encouraged to develop his potential to the full. The Head of Mathematics will be expected to work closely with colleagues in the department and across other curriculum areas.

### Specific responsibilities include:

- Planning, implementing and reviewing the Mathematics curriculum.
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept.

- Overseeing the development and training of staff in the department and supervision of departmental staff.
- Leading regular departmental meetings, minuted to SMT.
- Representing the department within the school in matters relating to the curriculum and management.
- Liaising with other departments in the school.
- Cooperating with senior staff in developing links with feeder schools.
- Liaising with senior staff in matters concerned with discipline and matters relating to the timetable.
- Implementing the ongoing development of the subject area.
- Delivering a subject-specific Oxbridge programme.
- Contributing to the school's UCAS programme through the preparation of subject-specific paragraphs for references.
- Provision of extension activities, such as for the Gifted, Able and Talented cohort.
- Providing appropriate support for SEN pupils.
- Providing academic support outside of lessons, such as revision classes.
- Bidding for and running the departmental budget.
- Managing the provision of textbooks and resources.
- Ensuring Health and Safety guidelines are followed.
- Ensuring that departmental classrooms present a stimulating environment.
- Writing the Mathematics components of the Schools Entrance Examinations.
- Providing information on Public Examination entries to the Examinations Officer.
- Being available to provide advice and guidance on Examination Results Days.
- Implementing all school policies.
- Contributing to the spiritual, moral, social and cultural development of pupils.

Within these specific responsibilities, the Head of Mathematics is expected to foster a lively and enthusiastic atmosphere within the department for pupils.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES**

- To oversee the progress and stocking of the Mathematics section of the library, working closely with the librarians over the purchasing of new books;
- To organise trips and activities to enhance the teaching and learning of Mathematics within the school;
- To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.

### **GENERAL DUTIES**

- To carry out a share of supervisory duties and detentions in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties;

- To attend whole School events e.g. Open Days, Speech Day etc.
- To contribute to PSCHE programme when required
- To provide cover and examination assistance as required.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement 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 s/he must report any concerns to the School's Designated Safeguarding Lead.

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others' health and safety. The John Lyon School is an Equal Opportunity Employer

## Person Specification For All Teaching Appointments

In making an appointment at the John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- is suitably qualified for the responsibilities of the post;
- has good interpersonal and communication skills with pupils and colleagues;
- has good listening skills and respect for all pupils;
- has the ability to form relationships and to motivate pupils;
- can demonstrate high standards in the necessary professional competencies required of teachers:
  - subject knowledge and application*
  - classroom management*
  - assessment, recording and reporting students' progress*
  - teaching effectively throughout age and ability range*
- has confidence to lead, inspire and contribute their own ideas and initiatives to the Department;
- is willing to be involved in the wider activities of the School;
- has a commitment to personal and professional development;
- energy, stamina and determination;
- a sense of humour and the ability to remain calm under pressure.

## **HEAD OF MATHEMATICS**

Mathematics is a very popular subject with an excellent track record of success. The Department is well resourced and staffed by 7 specialists, including the Head of Department.

At A-Level, both Mathematics and Further Mathematics courses are taught. Year 11 pupils sit Edexcel IGCSE Mathematics with the most able sitting the AQA Level 2 Further Mathematics Certificate. Examination achievement is consistently strong with at least two-thirds of candidates achieving IGCSE at grades A\* and A in recent years, and 80% of candidates achieving A\*- B in both A2 Mathematics and Further Mathematics.

This appointment provides an excellent opportunity for an enthusiastic and well qualified individual to join this successful and thriving Department.

All staff are expected to contribute to the School's extra-curricular activities programme.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School's Code of Conduct and Policy on the Recruitment of Ex-Offenders are available from the Personnel Department.