



**QUINTON
HALL**
JOHN LYON'S PREP SCHOOL



HEAD OF MATHEMATICS

Quinton Hall School

(John Lyon's Prep School)

JOB DESCRIPTION

ABOUT QUINTON HALL

Quinton Hall Preparatory School offers first-class teaching and outstanding pastoral care for girls and boys aged 3 -11 years. In September 2021, Quinton Hall became part of an all-through school with the John Lyon School, and is the John Lyon Preparatory School. Together with the John Lyon School, Quinton Hall is part of John Lyon's Foundation, alongside Harrow School and John Lyon's Charity.

Quinton Hall School is looking to appoint an outstanding and inspirational full-time Head of Mathematics to join our Maths department on a full-time basis from September 2023.

ABOUT THE DEPARTMENT

The Mathematics Department comprises of four Prep staff teaching from Years 3 to 6, including the Head of Department. Reception to Year 2, Maths is taught by the class teacher. Mathematics is well resourced, there is a generous department budget in both the physical and, increasingly, digital domains with pupils developing fluency in conveying solutions on paper and electronically. Department staff make frequent use of MyMaths, BOFA, MathsPad, and White Rose Hub to aid their teaching.

The successful candidate will be an outstanding teacher who will join an excellent team in a popular and thriving department in the school. The teacher will have the opportunity to be involved in; delivering outstanding Mathematics lessons, organising departmental trips, preparing the pupils for competitions such as First and Primary Mathematics Challenges and Quiz Club as well as preparing pupils for their 11+ exams and Scholarships.

PRINCIPAL RESPONSIBILITIES

JOB SUMMARY: The successful candidate will have an enthusiasm for Prep School/Pre-Prep teaching and be able to provide the necessary skills to enable pupils of the Preparatory School to make the most of their opportunities.

To manage Pre-Prep and Prep School Maths, teaching Maths to boys and girls in years 3-6

To be a form teacher in Upper Key Stage 2

To take an active part in the co-curricular life of the school and its pupils.

KEY DUTIES AND RESPONSIBILITIES LEADERSHIP AND DIRECTION OF MATHS

- To continuously drive forward the pursuit of excellence in teaching throughout the department
- Lead and inspire Maths teaching across the Pre-Prep and Prep School;
- To lead and manage colleagues to the highest standards within the department
- To plan, implement and review all schemes of work, policies and assessment opportunities for Years 3- 6 including scholarship
- To prepare and update a handbook for the department which contains items on: aims and objectives, staffing, resources, organisation and practice, content of departmental meetings, schemes of work, principles of assessment, differentiation, extra-curricular activities and the yearly development plan
- Ensure that the delivery of Maths is exciting and stimulating and inspires learning;
- Promote a strong and cohesive Maths team and to devise and execute an inspiring development plan (updated annually) in accordance with strategic priorities;
- Offer guidance, advice and support to teachers in the Prep School, oversee the induction of new staff;
- Review, maintain and develop appropriate schemes of work for the Prep School, be aware of developments in Maths education and maintain a detailed knowledge of best practice in education;
- Take responsibility for the administration of Mathematics teaching in the Prep School;
- Lead, promote and monitor co-curricular activities and events related to Maths;
- Liaise with other Heads of Departments, both in the Prep School and Senior School;
- Advise the Deputy Head about resources, curriculum changes and staff development;
- Produce a termly report for the Deputy Head;
- Maintain and write a yearly Development Plan which fits in to the school's strategic document;
- Ensure all departmental information is kept up to date

MONITOR AND EVALUATE THE EFFECTIVENESS OF TEACHING AND LEARNING IN MATHS

- Monitor marking and coverage of schemes of work according to the school policy;
- Ensure that each pupil in the school is fulfilling his/her potential in Maths;
- Ensure school expectations with regards to prep, marking and data analysis are met, track the progress of pupils and meet regularly as a department;
- Ensure that feedback genuinely moves learning forward;
- Monitor, modify and evaluate the Schemes of Work on a regular basis;
- Monitor feedback and marking, with regular work scrutiny;
- Assist with and monitor short and medium term planning;

- Devise appropriate forms of assessment, recording and reporting in accordance with whole-school assessment policy and any statutory curriculum requirements;
- To chair regular departmental meetings with all subject colleagues to ensure continuity and progression
- Ensure continuity and progression between the year groups;
- Plan, organise and evaluate the transfer of assessment information between year groups

TEACHING AND LEARNING

- Uphold the School's high standards of preparation, teaching and discipline;
- Plan lessons in accordance with School's schemes of work;
- Monitor and be aware of pupils' prior levels of attainment and maintain records;
- Set and mark examinations and other forms of assessment;
- To promote the use of ICT within the teaching of mathematics
- Be familiar, confident and innovative with the use of ICT in STEM teaching.
- To celebrate pupils' work through displays throughout the department and around the school
- Establish high and appropriate expectations for learning, motivation and presentation of work;
- To ensure that each pupil receives tuition appropriate to his/her age and abilities, and is set appropriate targets to maintain good progress across the curriculum;
- To monitor the progress of each pupil within the framework of the school's monitoring systems, and to report the outcomes appropriately to parents and the Deputy Head of the Preparatory School;
- To mark pupils' work systematically and sensitively, checking their development in accordance with the School's procedures;
- To liaise with the SEND teacher with regard to any pupils who may be experiencing difficulties and to act in accordance with any specific recommendations;

PASTORAL RESPONSIBILITIES

- To establish and maintain a happy, positive and working environment within the classroom;
- To record attendance of pupils according to the norms established by the school;
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy;
- To maintain positive links with parents through regular meetings and to report the outcomes of all such contacts to the Head;

ADDITIONAL RESPONSIBILITIES

- To attend all Staff Meetings;
- To attend all Open Days, Parents' Evenings, School concerts and productions, meetings for new parents/pupils as required by the Head of the Preparatory School;
- To undertake particular responsibility for storage and use of teaching materials and books within the class;

- To write reports and advise at Parents' Evenings as required, and communicate effectively to parents about the progress of their child within mathematics
- To be responsible for preparing the annual budget for the department and for monitoring expenditure
- To undertake additional responsibilities which may reasonably be required by the Head of the Preparatory School e.g. playground supervision;
- To be aware of the school's policies, to act in accordance with these and to help in their revision and preparation, as and when required to do so by the Head.
- To participate in the Preparatory School's staff appraisal and monitoring procedure and to undertake INSET as deemed appropriate for professional development.

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.

PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at the Quanton Hall 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 motivate pupils;
- has the ability to generate enthusiasm for the work of the department;
- 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 contribute their own ideas and initiatives to the philosophy of the School;
- is willing to be involved in the wider activities of the School;
- has a practical understanding of administrative demands;
- has a commitment to personal and professional development.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and 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 pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.