

JOB DESCRIPTION: HEAD OF MATHS (1YR FIXED TERM MATERNITY COVER)

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose: To be responsible for the delivery of high-quality and stimulating Maths teaching in Years 5-8, in one of the leading Prep Schools in the country. Underpinned by a passionate and dynamic approach, he/she will be inspirational in their teaching, and thereby deliver excellence in all aspects of their work.

Immediately responsible to: Deputy Head (Academic).

Hours of work: Full-time.
School Term time only (to include working days prior to the return and after the departure of pupils as may be necessary for the proper performance of your duties).

Commencement date: 1st September 2025

Notice Period: One School term.

Overview

The Head of Maths will be responsible for the delivery of high-quality and stimulating Maths teaching in Years 5-8. At the heart of their work will be an understanding of how the Maths curriculum from age 4-13 informs the path to Common Entrance and Academic Scholarship at 13+. The School has an outstanding and proud record of success in preparing children for entry to a number of leading Senior Schools in the country (most notably, but not only, Oundle, Uppingham, Oakham, Eton, Repton, Rugby and Stowe).

Key Tasks

Curriculum

- The promotion of excellence in all respects.
- The teaching of Maths from Year 5 to Year 8, preparing pupils for the Common Entrance and Scholarship examinations at 13+ to a variety of leading independent senior schools nationally.
- An awareness of how the Maths curriculum informs the path to CE for pupils.

- The effective assessment, recording and reporting on the progress of pupils, incorporating effective written and verbal communication with parents.
- A recognition and understanding of Common Entrance, and requirements of schools setting their own exams.
- Close liaison with the Head of Learning Support in order best to serve the needs of individual pupils.
- The promotion of effective use of ICT (including MS Teams) across the curriculum.
- The recognition and support of appropriate personal and departmental INSET opportunities.
- Supporting departmental initiatives and relevant educational visits.
- Attendance at and contribution to department meetings.
- To act as a Form Tutor within a particular Year Group as and when required by the Head.

Areas of Management Responsibility

- To manage and support the delivery of excellence across the department as a whole, ensuring effective liaison with the Head of Pre-Prep and all Maths-teaching staff.
- To work closely with a wide variety of colleagues – e.g. the Deputy Head (Academic), Head of Learning Support, Form Tutors and Boarding Staff – in ensuring the needs of all children are met in the best possible way.
- To develop and maintain comprehensive departmental Schemes of Work and Curriculum Policies.
- To maintain careful and effective departmental records of pupil progress to ensure highly effective communication with both colleagues and parents.
- The chairing of departmental meetings, the promotion of inspiring subject initiatives and the planning of appropriate individual and departmental INSET.
- The stewarding of the departmental annual budget, liaising closely with all key stakeholders as required.
- Attendance at Head of Department meetings and the carrying out of professional duties as a Head of Department as required by the Headmaster.

General

- Ensuring the safety, well-being and discipline of all pupils.
- A full part in the life of the School community.
- To contribute to the wider life of the School through coaching Sport and/or helping in the Boarding House.

Knowledge, Skills and Experience Required

Essential

- A passion, energy and enthusiasm for working with children, coupled with an ability to inspire.
- Strong and relevant academic qualifications with an outstanding subject knowledge.
- An excellent classroom practitioner, with evidence from current school appraisals or lesson observations to support this.
- An up-to-date understanding of Maths curriculum developments.
- First-class communication and organisational skills, coupled with the ability to use technology effectively in enhancing learning.

- Strong interpersonal skills that promote confidence in dealing with colleagues, pupils and parents.
- An effective team member, able to work flexibly and contribute positively to life in a busy, exciting and thriving school.
- An ability and willingness to undertake a full and fair part in staff duties and responsibilities.
- An ability to work under one's own initiative with proven, successful decision-making skills.
- A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A robust and resilient nature, coupled with a capability to work under pressure.
- A full and active commitment to the welfare and safeguarding of children and young people – pastoral care has a high priority in the School and, as with all staff, the successful candidate will be highly committed to this aspect of the job.
- Further interests and skills that allow for a strong contribution to other aspects of life in the School; these include the opportunity to work within the Boarding House and involvement in Sport.

Desirable

- Experience of, or a clear understanding of, the requirements of Common Entrance.
- A knowledge of Senior School Maths Scholarship requirements.

Note

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.