# Role Description

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| **Job Title** | **Head of Mathematics** |
| **Reports to** | **Assistant Head Academic** |

**General**

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School’s next chapter, which will arguably be its most exciting and ambitious.

We are looking for a focussed, energetic and inspiration Head of Maths to engage and enthuse children and to lead maths teaching through to Common Entrance and scholarship level. The successful candidate will be lead and manage this key department in school and will be responsible for ensuring the best outcomes for all children.

The post holder will teach maths from Year 4-8 depending on the timetabling needs of the school. This is an exciting opportunity for an experienced maths teacher to lead and shape the maths provision across the whole school. A willingness and ability to contribute to girls/ boys games/ wider active school life would be advantageous.

**Responsibilities**

1.  To take full responsibility for leading and managing the mathematics department and to make a significant contribution to teaching within that department

2. Promoting the profile of Mathematics in school and the wider community through the excellent teaching of well-prepared lessons and engaging of all students, regardless of ability level

3. To develop and maintain the mathematics curriculum across the school in consultation with the Assistant Head Academic.

4. To monitor and evaluate the progress of children in mathematics across the school in conjunction with the Assistant Head Academic.

5. To hold and keep records of regular departmental meetings building the team cohesiveness and ensuring direction.

6. To ensure that staff involved in Mathematics are aware of new educational practices, attending courses and conferences as appropriate.

7. To manage the mathematics department budget, to formulate the department development plan, monitoring and evaluating as appropriate.

8. To ensure all relevant policies and documents are in place to allow the department to run effectively.

9. To monitor the quality of mathematics teaching and learning across the school in conjunction with the Assistant Head Academic.

10. To maintain appropriate records and assessment data.

11. To attend parents consultation meetings and school events where requested.

12. To support the aims and ethos of the school.

13. To contribute to wider school life including boarding provision.

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

**Qualifications:**

* A graduate and well qualified teacher

**Skills and experience:**

* Experience of teaching maths to Key Stage 2 and 3. Preferred(although not essential) is experience of delivering the CE syllabus and academic scholarship maths.
* Knowledgeable and inspiring, likely to be currently working as a teacher and/or Head of Mathematics, with a palpable love of their subject.
* An ability to gain the respect of colleagues, pupils and members of the wider school community.
* A commitment to prep school life and an understanding of all this entails.
* Highly motivated, enthusiastic, positive and professional individual

**Key relationships:**

* Headmaster
* Deputy Head
* Assistant Head Academic
* Teaching staff within mathematics department

**Direct reports:**

* Assistant Head Academic
* Headmaster of Maidwell Hall School

**Terms and conditions**

Working hours 40 hours per week

Salary Competitive

Probation period Six Months

## Benefits

Holidays The annual holiday entitlement is all Maidwell Hall holidays, although teachers will be required to work limited reasonable time during the holidays at key periods, as designated by the Headmaster. No holiday may be taken during term time. Any public holidays that fall within term time are normal working days.

* Free Westfield Healthcare
* Free staff lunches in term-time
* School fee discount for children of Maidwell staff.
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme.
* Occupational Health Services
* Free annual flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (Child Protection) Policy 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 they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website (https://uppingham.careers/maidwell-hall-jobs/) and returned, when completed, to [recruitment@uppingham.co.uk](mailto:recruitment@uppingham.co.uk), 01572 822216.

The HR Department

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