



Chigwell School

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Head of Mathematics (Full time/ Permanent)



Introduction

Chigwell School is seeking a well-qualified, energetic and committed Head of Mathematics. The subject is highly popular at Chigwell School and the department fosters an ethos which encourages academic excellence. The successful candidate will lead an established department of seven teachers and will be responsible for maintaining the excellent teaching within the school whilst striving to develop ways to continue to challenge students to reach the very best of their capacity. This is a full time/ permanent role.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 990 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the capital. Most pupils are day pupils but in the Sixth Form there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed
- 2021 New Sports Centre (currently underway)

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Further expand our provision of bursaries
- Expand the facilities for music





The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- **Happiness First**
We create a nurturing space where happiness underpins our achievements and drives us forward.
- **Courageous and Resilient**
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
- **Innovative Approach**
We adapt and evolve, influencing our changing world.
- **Community of Kindness**
We support and collaborate with each other, making a positive contribution to the community.
- **Lifelong Learning**
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.





The Department

Mathematics is one of largest departments at Chigwell School and a popular A Level subject. It enjoys a strong reputation, with excellent Public Examination results, and a number of leavers each year going on to pursue mathematical studies at university, including at Oxford and Cambridge. We wish to appoint a full-time Head of Mathematics to lead a friendly and collaborative Department of 7 full-time teachers. As well as being an experienced, dynamic and inspirational teacher at all levels of the School, the successful applicant is expected to provide outstanding leadership to ensure the delivery and development of Mathematics throughout the School.

We follow the Edexcel IGCSE and A Level Mathematics courses, with approximately 50 pupils opting to take the latter and around 15 of whom will be taking Further Mathematics. The Department is well-resourced with the latest classroom screen technology and mathematical software and all teachers are issued with a device.



The role

The Head of Mathematics is line-managed by the Deputy Head (Academic), who in turn is responsible to the Head for all matters relating to the academic life of the School. In addition to promoting enthusiasm for all things mathematical around the School, the Head of Mathematics will be expected to develop strategies to enhance the mathematical progress of all pupils, which are consistent with the School's Academic Priorities and overall Strategic Plan.

Specific responsibilities Include:

Subject knowledge and teaching

- Line-managing all staff within the Department.
- Overseeing and actively supporting the Continuous Professional Development (CPD) of Department staff and ensuring the sharing of good practice.
- Ensuring equitable and effective delegation of responsibilities within the Department, including teaching load and super-curricular activities.
- Assisting in the appointment of new members of staff to the Department.

Teaching & Learning

- Teaching an allocation of lessons that reflects the additional responsibilities of the Head of Department.
- Promoting independent and active learning.
- Monitoring the quality of teaching and learning throughout the Department.
- Ensuring that appropriate provision is made, on a department level, for pupils for whom adjustments must be made (SEND, EAL, High Achievers).
- Monitoring pupil outcomes, including examination results, tests and reports.
- Ensuring that the super-curricular opportunities (Competitions, trips, lectures, Oxbridge preparation) are available and inspire our pupils to participate.

Curriculum

- Developing an appropriately ambitious mathematical curriculum that incorporates the Public Examination specifications that best suit our pupils.
- Constructing and developing schemes of work for all year groups. Giving advice about subject choices, exam results and higher education to pupils, parents and guardians as appropriate.
- Liaising with the School's Examination Officer and examination boards on matters related to Public Examinations in mathematics.
- Administration Organising and chairing regular Department meetings that enable all staff to contribute to planning and policy making.
- Playing an active role in Heads of Departments' meetings and attending any other meetings as directed by the Deputy Head (Academic).
- Taking responsibility for setting internal examinations.
- Preparing the department timetable, including the class set lists.
- Publishing an annual department Report, Department Handbook and Department Development Plan.
- Ensuring the Department is well-resourced and that classrooms, offices and corridors are inspiring learning spaces.
- Taking overall responsibility for the Department budget.

Admissions, Outreach & Marketing

- Taking overall responsibility for marking, analysing and, where appropriate, setting entrance tests at all points of entry in the School.
- Promoting and supporting Partnership and Community Engagement projects related to Mathematics and helping to develop future projects.
- Ensuring that the mathematical content of the website and intranet is accurate and up to date.
- Representing the Department at internal and external events such as Open Days, Prep School events, A Level Options evening etc.



Person specification

Qualifications

- Qualified Teacher Status
- Mathematics Specialist with a good Honours Degree
- Recent appropriate track record of professional development

Knowledge and experience

- Ability to teach outstanding lessons
- Passion, enthusiasm and the ability to motivate pupils for the subject
- Wide knowledge and understanding of subject specialism and current educational issues
- Experience of leading, coordinating and monitoring across a Maths Department or of a significant area within a Maths Department with successful outcomes in attainment and student progress
- Clear evidence of line managing a team of staff
- Ability to be a role model and disseminate excellent practice in teaching and learning
- Track record of implementing learning strategies, which ensure that all students make progress
- Implementation of curriculum development that has led to raising of standards and improvement in teaching and learning or assessment for learning
- ICT skills that reflect the impact of technology on modern classrooms
- Ability to understand and demonstrate effective budgetary control
- Good knowledge and understanding of the range of needs experienced by young people
- Ability to use educational data and strategic information to raise student attainment

Leadership & Management

- Positive attitude towards change; innovative and self-reflective
- Experience of leading, managing and developing a team
- The ability to plan and prioritise, to complete tasks efficiently on time and to work with detail
- The ability to motivate and enthuse colleagues
- Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively
- Excellent communication and interpersonal skills
- Experience of negotiating and influencing others
- Experience of building and maintaining effective relationships
- Ability to chair meetings effectively and delegate
- Resilient when faced with difficult situations
- Ability to set clear expectations, to demand high standards and to hold others to account

Additional Requirements

- Commitment to continuous improvement
- Commitment to meeting the needs of all students
- Commitment to safeguarding and the welfare of pupils
- Able to work independently and as part of a team
- Approachable and sensitive to the needs of others
- Ability and willingness to work flexibly to meet school needs
- Willingness to take part in extracurricular activities, including trips and visits, and to make a significant contribution to the wider life of the school
- Excellent attendance and punctuality
- Professionalism, loyalty, reliability and personal integrity



Salary

The salary on offer is competitive and based on National Pay Scales with a Chigwell enhancement

Benefits

Chigwell School provides a very supportive working environment. There is a well-developed programme of professional development, pupils are enthusiastic, co-operative and able, and colleagues get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Membership of the Pension Scheme
- Fee remission for eligible children
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Use of school sports facilities outside of the school day
- On site free parking and cycle racks
- Medical Centre on site
- Use of School Library
- A beautiful working environment – 100 acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route
- A supportive community of highly motivated students and staff

Applications

Applicants should complete the application form which can be accessed directly from our website: <https://www.chigwell-school.org/vacancies/> and send to the HR Manager at: hr@chigwell-school.org

Mrs Anna Savage, Deputy Head Staff and Systems, will be happy to answer any questions; she can be contacted at the School by telephone 020 8501 5701 or by e-mail to asavage@chigwell-school.org

Closing date: 9th February 2023

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

