



APPLICATION PACK

Role

Head of Mathematics

INTRODUCTION

Eastbourne College is a co-educational HMC independent school of some 640 pupils of whom half are full-time boarders. It is a strong community with excellent links to local schools and Eastbourne.

Academic standards are very high with an average of almost 80 per cent of A-level grades at A*, A or B in recent years. At GCSE, 66 per cent of all grades were awarded 7 to 9 (or equivalent). The College recruits from a wide-ability range, and value-added outcomes are exemplary. The majority of College leavers enter higher education at leading universities at home or abroad.

The College operates as a full boarding school, with day pupils and boarders sharing the same wide curriculum. Day pupils can complete prep in houses; buses run at 6.00pm and 8.00pm on weekdays.

c. 640
pupils

80%
A*, A or B
A levels

~ 66%
grades 7 to 9
at GCSE

We are proud of our rich, cultural and sporting traditions. The Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film, TV and the Edinburgh Fringe; the Design and Technology Department wins an extraordinary number of Arkwright scholarships. We have an enviable sports reputation, with Eastbournians competing at county level in cricket, hockey, rugby, netball and tennis; several have gone on to achieve international honours. There are also thriving service programmes, including CCF and Duke of Edinburgh.

As we celebrated our 150th year, the College completed the most ambitious development project in its history with Project 150 delivering over 30 state-of-the-art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe we have some of the best facilities of any school in the UK, and the Mathematics Department sits at the heart of this new development. For further information about Project 150 please visit the website:

<https://www.eastbourne-college.co.uk/about-us/our-future/>

We place great emphasis on a school in which education is built on core values and positive, supportive relationships. These central qualities endure long after a pupil moves on, with the five key values of participation, the pursuit of excellence, integrity, courtesy and kindness being the bedrock upon which their education stands, providing the wherewithal to flourish both at school and beyond.



PURSUIT OF
EXCELLENCE
PARTICIPATION
INTEGRITY
KINDNESS



Our
150th
year



30
State of the
art classrooms



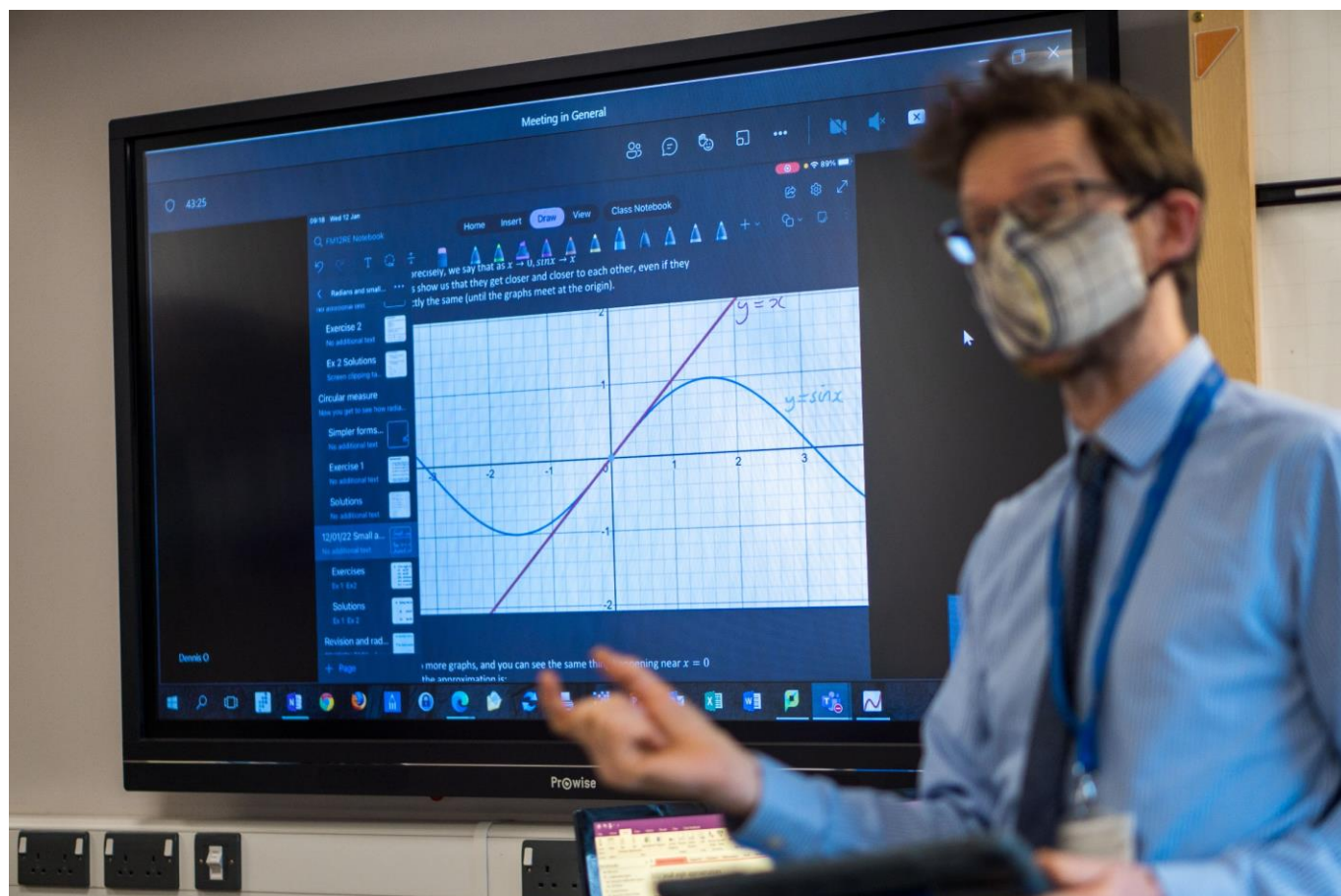


THE POST

The College seeks to appoint an inspirational head of mathematics from September 2022. The right person will have a marvellous opportunity to work in a stimulating environment where resources, buildings, colleagues and pupils all strengthen the process of teaching and learning.

We are looking for someone with the ability to communicate their enthusiasm in an inventive and inspirational way. They will be able to demonstrate originality in teaching, inspire creativity in pupils and staff, and inculcate the skills necessary for examination excellence while maintaining excitement and interest in learning.

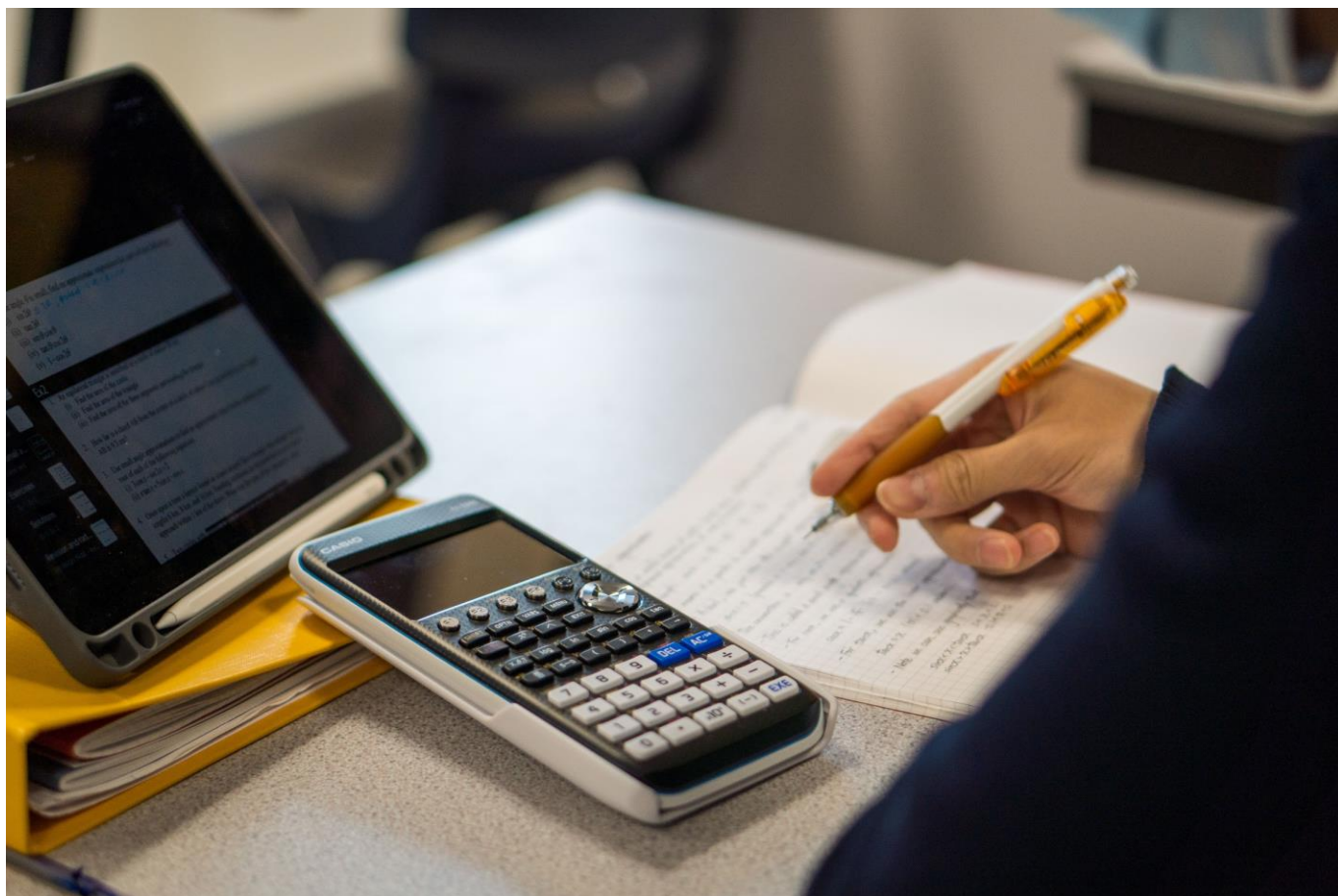
The successful applicant will be expected to teach at GCSE and A-level (an ability to teach further mathematics is desirable) to eager and enthusiastic pupils throughout the school. They will be able to cope with administration competently yet speedily, leaving them free to concentrate on inspiring their colleagues and motivating young people. The head of mathematics will have the opportunity to reflect and plan and, when appropriate, they will be able to enjoy the exuberant life of the College. All teaching staff are expected to play an additional part in the College's boarding life eg by acting as tutors in one of the day or boarding houses, offering their expertise in coaching team sports, or contributing to debating, drama, music or any other many co-curricular activities. The department has a long tradition of wide and varied contribution, recognising the value it brings to relationships with pupils in the classroom.



THE DEPARTMENT

The Mathematics Department is one of the largest in the school and it attracts high numbers each year in the sixth form. Over the last seven years, 90 per cent of A-level results were at A*, A or B grade.

Comprising one part-time and eight full-time teachers, the department is housed in the stunning Nugee building. There is a strong cohesion in the department, facilitating discussion and the sharing of ideas. All classrooms have Prowise screens and roller whiteboards. The central philosophy of the department is to provide a comprehensive and inspirational service to pupils of all abilities through not only curriculum time but also through extra help in surgeries and revision sessions. The department prides itself on its effectiveness at enthusing scholars and the academically challenged alike. Cambridge maths applicants have enjoyed outstanding success on the ultimate challenge of STEP papers and several candidates secure Oxbridge places each year.



JOB DESCRIPTION

Academic

- To foster interest in, and enthusiasm for mathematics and its significance in the wider world.
- To draw up schemes of work and other necessary documentation in consultation with the deputy head (academic) and those teaching mathematics to ensure that the department meets deadlines for assessments, examinations and reports.
- To ensure that the department keeps abreast of curriculum developments, and to arrange for INSET as appropriate.
- To update and renew teaching materials, resources, equipment and apparatus, and to give a lead in teaching topics to new examination specifications.
- To consult with the Senior Management Team over major decisions, particularly those affecting the department as a whole, or its place in the curriculum.
- To administer all matters in the department in accordance with school policy as laid down by the Senior Management Team.
- To encourage and develop co-curricular activities in the department, involving societies, educational visits and visiting speakers.

Staff Management

- To hold regular meetings for all members of the department.
- To assist in, and advise on, the appointment of any new members of staff working within the department.
- To be responsible for the performance management of teaching staff working in the department.
- To be responsible for the work, attendance, training and monitoring of any assistant staff working in the department.
- To ensure equal access and opportunity for pupils by appraising their work and lessons of teachers within the department as part of the annual department review.

JOB DESCRIPTION

Financial Management

- To submit a draft budget to the Deputy Head (Academic) and to ensure that expenditure is kept within the approved budget.
- To order equipment, materials and books as appropriate, and to keep an up-to-date record of all expenditure.
- To keep an inventory of equipment and plan for future needs.

Administration

- To coordinate the recording and moderation of all pupils' work for eg assessments / examinations / non-examined assessments and to ensure that all the awarding body's criteria are met.
- To supervise the setting, moderation and marking of the internal College examinations.
- To submit an annual report of the performance of the department to the deputy head (academic) and headmaster as part of the annual department review.
- To be responsible for all aspects of health and safety in the department, ensuring that all risk assessments are made in accordance with College policy and national legislation.
- To attend heads of department meetings, and to represent the subject in all discussions concerning the curriculum.

Pastoral

- To promote and uphold the College's core values and reflect them in the teaching of mathematics in the school.
- To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- To be a tutor in a day or boarding house as directed by the second master.
- To act as tutor to a group of tutees as directed by the housemaster or housemistress (hsm).
- To hold regular meetings with tutees to discuss academic progress and any pastoral issues.
- To discuss electronic reports cards (eRCs) with tutees and comment as appropriate.
- To support the hsm and house by attending house activities and events.
- To support tutees in their wider College lives.
- To attend Chapel alongside tutees at weekly Chapel services and any other school congregational events as requested by the second master.

JOB DESCRIPTION

Co-curricular

To play an active role supporting the co-curricular programme as directed by the deputy head (co-curriculum).

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 comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and 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 they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

The post holder will be engaging in regulated activity.

General

- To represent mathematics at heads of department meetings.
- To chair regular meetings of the Mathematics Department.
- To attend staff meetings as requested by the headmaster.
- To carry out any other duties associated with the role as requested by the headmaster or Senior Management Team.

In making the appointment the headmaster will have regard to the experience and potential specifically exhibited by applicants. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

The successful applicant will be responsible to the deputy head (Academic). This job description may be altered to meet changing educational context at the discretion of the College.

PERSON SPECIFICATION

Applicants should be able to demonstrate the following

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none">• Educated to good degree standard (or equivalent) in mathematics or a closely-related discipline• Evidence of continuous personal and / or professional development• Ability to teach mathematics to A-level	<ul style="list-style-type: none">• Teaching qualification• Post-graduate degree• Ability to teach further mathematics
Knowledge and Experience	<ul style="list-style-type: none">• An understanding of GCSE and A-level mathematics and their importance in the school curriculum	<ul style="list-style-type: none">• Experience of schools• Experience of working in a boarding / residential environment• Management experience
Skills	<ul style="list-style-type: none">• A dynamic and skilled leader with the ability to manage people towards a common goal• Excellent communication and listening skills• Strong organisational and administrative skills• A high level of ICT competency• An inclusive manner and the ability to work in a team• The ability to interpret quantitative and qualitative feedback; to monitor and evaluate	
Personal Qualities	<ul style="list-style-type: none">• A belief in the College's core values and the determination to uphold them• An ability to set deadlines, meet them and manage expectation against them• An ability to build, foster and sustain positive relationships with all in the College community• Patience, compassion, courage, resolve and objectivity• Dedication, loyalty, commitment and positivity• Capacity for hard work• An ability to embrace change and development positively• Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation• To be a lead learner	



INFORMATION



SALARY AND CONDITIONS

The College has its own salary scale (above the national average), and the successful applicant will be placed on the scale at a level commensurate with their experience and qualifications.

There is also a generous responsibility allowance for this important management role.

Accommodation may be available for single or partnered applicants, including those with families.

Teachers benefit from a generous rate for the education of their own children, and there are similar arrangements with St Andrew's Prep.



SAFEGUARDING STATEMENT

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



EQUALITY STATEMENT

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.



HOW TO APPLY

To apply, please visit www.eastbourne-college.co.uk/contact/employment-opportunities and click the **Apply Now** button to complete the required application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact applications@eastbourne-college.co.uk

Applications should be received by no later than

noon on 28 January 2022

with interviews taking place at the College thereafter.



POSTSCRIPT

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in on the sunniest parts of the country.

The College provides a safe, urban environment in an attractive part of a peaceful town where pupils have easy access to cinemas, shops and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes) and the beach is a five-minute walk away.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.

January 2022