



St Augustine's

PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18



Applicant Information

Head of Mathematics

'The quality of pupils' academic and other achievements is excellent'
ISI Inspection Report - November 2021



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Letter from Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Head of Mathematics at St Augustine’s Priory and welcome to our inspirational school! Our priorities are to deliver excellence in all aspects of school life and for each of our pupils to live out our mission of “our girls will change the world.”

The position of Head of Mathematics is an exciting opportunity to lead an established department bringing new ideas for all the students in our school.

St Augustine’s Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Pre-Preps, Preps, Seniors and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Prep School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

In November 2021, we were inspected by the Independent Schools Inspectorate (ISI) which rated us “excellent” (the highest grade) in both Educational Quality and Personal Development, and we are committed to the highest standards in student safety, welfare and wellbeing. Inspectors noted that not only do pupils have “outstanding attitudes towards their learning” but also “excellent levels of self-esteem and self-confidence which enable them to take the school’s core values into the wider world.” The Good Schools Guide describes us as “quietly brilliant” and the school’s most recent Diocesan Inspection Report graded St Augustine’s Priory as “Outstanding” the highest possible grade in all categories across both Classroom Religious Education and the Catholic Life of the school.

We have been in Ealing for over one hundred years and represent a continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible, often in the most extraordinary of circumstances. We continue in this tradition and take great pride in the generations of staff and of families who continue to work and study here. Our examination results are outstanding, with exceptionally high value-added scores, and we pride ourselves on instilling in girls a love of learning and an alternative way of thinking. We offer a broad and varied curriculum with rich opportunities for



personal development throughout the whole school, incorporating active community participation. Our pupils know that they are not defined by their grades and are valued and loved for who they are in the round. They also know we are preparing them to be people of courage and determination, agents of positive change through their words and actions.

Pupils are blessed with 13 acres of green space, unique in the heart of London and we have ambitious plans for continued development of the facilities. Our Farm, Forest School, Meadow, Astro-turf, Indoor Hall and Open-Air Theatre, all utilise the natural setting and pupils love the physical freedom offered by our beautiful grounds.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are highly sought-after and are available in a wide range of disciplines, showcasing the breadth of opportunity at the school.

We pride ourselves on professional development for staff and provide support for post-graduate programmes including Masters degrees and NPQSL (National Professional Qualification for Senior Leadership). Staff enjoy numerous opportunities for progression and developing different areas of their expertise, modelling life-long learning. Members of the Senior Leadership Team have moved onto Headships and Bursar roles at prestigious schools.

We warmly welcome candidates from a range of backgrounds and the school and governors are committed to a diverse and inclusive community. Please contact Mrs Lauren Bhambra (HR Manager) at hr@sapriory.com if you have any questions.

Yours faithfully

Mrs Christine Macallister BA ACA
Headteacher

Our Mathematics Department

The Mathematics Department is a busy and successful one, highly regarded within the school, with pupils consistently achieving excellent results.

Latest results:

- 100% GCSE Grades 9 – 5 in Further Maths in 2023
- 75% GCSE Grades 9 – 6 in 2023
- 100% A* – C grades in A Level Maths in 2023

The Mathematics Department at St Augustine's Priory believes in the importance of Mathematics as a clear, unambiguous tool in the analysis and communication of ideas and information.

We help our pupils develop knowledge, skills and understanding as well as an appreciation of the beauty of Mathematics.

We recognise that children differ in mathematical ability and we therefore employ a range of strategies to help each girl to attain her full potential.

Key Stage 3 & Key Stage 4

From Year 7 to Year 11 the girls are taught in three or four sets, based on ability. The schemes of work are structured in such a way as to allow for movement between sets.

In addition to internal assessments, an electronic Progress Test in Mathematics (PTM) is taken at the end of Year 7, Year 8 and Year 9 to monitor the progress of each year group against national standards.

From Year 7 to Year 8, we follow the Mathematics Enhancement Programme devised by CIMT at the University of Plymouth.

In Year 9 there is a GCSE transition year, in which the girls study topics from the CIMT course but in the depth required for GCSE. The GCSE syllabus is completed during Years 10 and 11.

Key Stage 5

The two year A Level Mathematics course followed is Edexcel 9MA0.

Further Mathematics is offered for exceptionally talented mathematicians. A level Further Mathematics can be studied at AS level (8FM0) over one year or at A level (9FM0) over two years. It is studied alongside the A level Mathematics course (parallel delivery).

UKMT Maths Challenges

Pupils in Set 1 of each year group have the opportunity to take the UKMT Maths Challenge. This is a national competition at three levels: Junior (Years 7 and 8), Intermediate (Years 9 to 11) and Senior (Years 12-13). Success in this competition can lead to qualification for further European rounds (Kangaroo) or the Maths Olympiad.

Each year several girls from Years 9, 10 and 12 attend a series of Mathematics Masterclasses at the Royal Institution. The participants are introduced to topics which are beyond the scope of the normal school syllabus, and give them an opportunity to broaden their mathematical experience. These sessions are by invitation from UKMT and are based on performance in the Maths Challenges.

'Our pupils receive a mathematical education that is increasingly linked to their own needs and those of society.'



Job Description: Head of Mathematics

Line of Responsibility:

The Head of Mathematics is directly responsible to the Faculty Leader for Maths and Science for curriculum matters and the Head of Year for pastoral issues.

Job Content:

Strategic Purpose

- Continue to raise the profile of Mathematics in the school and enhance the reputation of the department
- Lead, develop and enhance the teaching practice of others
- Have accountability for leading, managing and developing the Mathematics curriculum
- Have line management responsibility for the Mathematics team
- Have accountability for further raising standards in Mathematics

Operational Responsibilities

The post holder will lead, and work with colleagues to ensure the highest standards of learning and achievement for all students by:-

- Monitoring learning outcomes, standards and attainment and taking appropriate action
- Developing and implementing systems for recording individual students' progress
- Evaluating the quality of teaching and standards of achievement
- Setting targets for quality controlled improvement and taking appropriate action
- Ensuring schemes of work are developed appropriately and evaluating their impact on teaching and learning
- Ensuring the effective deployment of resources
- Liaising with parents, other schools and outside agencies
- Maintaining professional dialogue with the Junior school Mathematics Lead
- Leading the Mathematics Department and completing such matters as Examination entries.
- Coordinate entries for the UKMT Maths Challenges
- Mark, set and monitor entrance examinations
- Liaise with Heads of Year and IT support to coordinate electronic Progress in Mathematics Tests (GL PTM); track, monitor and evaluate.
- Leading, developing and enhancing the teaching practice of others
- Maintain up to date set lists, communicating any changes promptly to IT support and Deputy Head Academic

The post holder will work with relevant colleagues in providing high quality leadership and management by:-

- Working with the Headteacher to recruit and select staff for the Mathematics Department.
- Continuing to develop expertise and share it with colleagues
- Acting as a role model and providing guidance on a range of appropriate teaching and learning methods
- Monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate
- Developing curriculum teams and individuals to enhance performance
- Planning, delegating and evaluating work carried out by teams and individuals
- Promoting a creative and collaborative working environment
- Creating, maintaining and enhancing effective relationships
- Providing effective support for colleagues
- Identifying CPD needs and co-ordinating access to opportunities for staff
- Ensuring that these are addressed through the provision of high quality coaching and support

The post holder will:-

- Provide a clear strategic direction
- Identify areas where improvement is needed, establish targets and develop and lead on the implementation of appropriate strategies on the quality of teaching and learning leading to improvement
- Develop and implement policies and practices for the curriculum area, which reflect the School's commitment to high achievement
- Use self-evaluation to inform practice and strategic planning, including the Department Development Plan and the Department Self Evaluation Form at the end of each academic year
- Monitor the progress made in achieving subject plans and targets, and evaluate the impact on teaching and learning and student outcomes
- Contribute to the whole School strategic planning process
- Take responsibility for bidding for the Mathematics Department's budget and deploying these resources
- Ensure the reporting of student performance to parents and guardians
- Ensure grade descriptors for attainment are clearly defined and communicated to pupils and parents
- Manage the professional development of staff within the curriculum area and evaluate the impact on teaching and learning

Having line management responsibilities for the Mathematics team

The post holder will have professional responsibility for the work of teaching and support staff within the Mathematics Department.

He/She/They will:-

- Act as performance management team leader for these colleagues
- Ensure appropriate arrangements for the induction of new staff

- Coach, mentor and develop all staff within the Mathematics area

The basic duties of a teacher and a Form Tutor are outlined in the staff handbook and include other duties such as the form teacher role.

All members of staff are expected to contribute to the rich extra-curricular life of the school which includes running a weekly extra-curricular activity.

Teaching

- Teach Maths as required from KS3 through to GCSE and A Level
- Plan work in accordance with departmental Schemes of Work
- Take account of students' prior levels of attainment and use them to inform planning
- Set work when required for absent students
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all learning activities
- Set appropriate and challenging work for all students
- Identify and work appropriately with 'Special Educational Needs and Disabilities' students, 'Gifted and Talented'
- Set appropriate and challenging work for all pupils
- Provide and maintain a stimulating and ordered physical classroom environment

Assessment, Recording and Reporting

- Keep appropriate records of pupils' work
- Mark and return work set, including homework, within an agreed and reasonable time
- Carry out assessment programmes, as agreed by the school or department
- Complete student reports in line with School Policy
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- Attend other school functions as required

Pastoral Duties

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to exercise sound judgment in upholding the School's systems and to make all necessary referrals to line-managers in a timely fashion. As a Form Teacher, the post-holder will be required to:

- Ensure that registration of pupils is completed in accordance with the school's agreed procedures and be aware that this is a legal duty for children of school-age
- Care for children in the form as a reasonable parent might be expected to do

- Be respectful of appropriate boundaries in the exercise of professional duties and care
- Support other staff with regard to the pastoral care and academic welfare of members of the form
- Support members of the form in their dealings and relationships with parents, school staff and other pupils
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to an acceptable standard
- Accompany the form during school functions e.g. Mass and assemblies
- Develop positive working relationships and communicate effectively with parents and carers
- Deliver the school's PSHEE programme
- Provide pupils with a positive role-model
- Lead or supervise an after school co- curricular club

Performance Management and Professional Development:

The teacher will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

Wider Professional Responsibilities

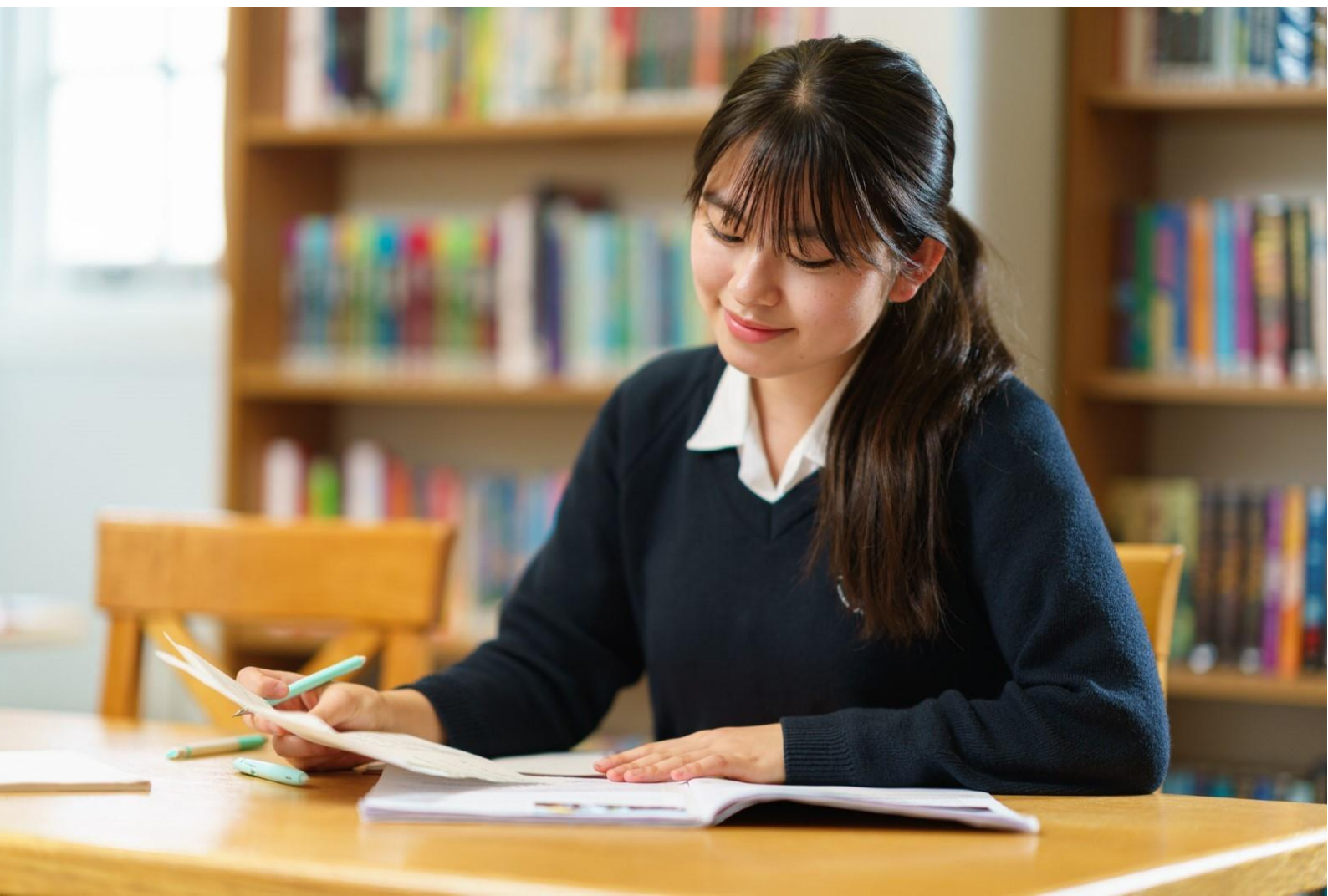
As a member of St Augustine's Priory community, you will be expected to:

- Support our school vision and values.
- Have regard to the teachings of the catholic church in line with our mission statement.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct.
- Participate professionally in the school's performance management systems.
- Take responsibility for personal professional development.
- Take part in professional development activities and inset organised by the school.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the school through effective participation in meetings.
- Prepare high quality documents, presentations and relevant materials for meetings to support items discussed and decisions both in relation to areas of personal responsibilities and the work of others.
- Evidence a commitment to professional research and reading to support personal professional development.
- Take part in marketing and liaison activities and other appropriate school events.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's health and safety policy.
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and wellbeing of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning.

- Undertake any other duty as specified by terms and conditions of employment.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment) and those common to all classroom teachers as set out in the Staff Handbook.
- The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.



Person Specification: Head of Mathematics

Applicants should:	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree in Mathematics or a STEM subject or evidence of qualification to teach Maths to A level	x		Application Form
Evidence of qualification to teach Mathematics A level to A* grade.	x		Application form and interview
Evidence of qualification to teach Further Mathematics to AS or A level.	x		Application form
Show they maintain an up-to-date knowledge of subject and teaching methodologies	x		Supporting letter / Teaching
Have good understanding of assessment and public examinations	x		Supporting Letter / Teaching
Have Qualified Teacher Status or have completed PGCE	x		Application Form
Have high expectations of pupils	x		Interview
Be able to communicate effectively with pupils	x		Interview Teaching
Be able to communicate effectively with colleagues	x		Interview
Work well in a team	x		Interview
Be able to inspire, motivate and support department members	x		Interview
Demonstrate a passion for Mathematics and be able to further develop and enhance Maths provision throughout the Senior School	x		Interview / Supporting Letter
Act upon advice	x		Interview
Have an excellent range of teaching strategies	x		Interview Teaching
Be able to use data to help children learn	x		Supporting Letter
Show knowledge of how to plan for effective learning	x		Interview Teaching
Be able to teach challenging, organised sequenced lessons	x		Interview
Whole School			
Have a sound understanding of safeguarding	x		Interview

Understand special educational needs	x		Supporting Letter
Deal effectively with parents	x		Interview
Be willing to participate in wider extracurricular life of the School	x		Interview
Understand the roles of colleagues and managers in school	x		Supporting Letter

Employee Benefits

 PLACE OF WORK Close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses	 MEALS Lunches are provided free by the school during term time	 PENSION Contributory employer's pension scheme is available
 STAFF DISCOUNT 50% Fee discount for pupils of staff		 PARKING Free car parking is available on site & Plug in car charger points for electric cars
 BIRTHDAY LEAVE Half day paid birthday leave	 CYCLE SCHEME Tax-free Cycle to Work Scheme is offered by salary sacrifice	 PROFESSIONAL DEVELOPMENT Strong commitment to support professional development with a dedicated people development budget

Hours and Remuneration

The post holder will be paid on the appropriate point of the St Augustine's Priory Pay Scale. We have our own pay scale, which is above the maintained sector. The salary will be commensurate with experience and will recognise the level of responsibility that this post entails. Generous holiday and PPA time.

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

The Application and Selection Process

Candidates should complete the St Augustine's Priory Application Form, available from www.sapriory.com/about-us/vacancies/

Write a letter of application detailing:-

How your skills, knowledge and experience match the school's requirements for the post of Head of Mathematics.

Please send both via email to hr@sapriory.com to arrive by 9am on Monday 1st July 2024.

We recommend early applications and reserve the right to interview in advance of the application deadline.

Candidates invited to interview will be offered a tour of the school and grounds, be asked to teach a lesson, and there will be a formal interview. We aim to give 48 hours notice of interview to enable interview lesson planning.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

For an informal confidential discussion about the role please contact HR at St Augustine's Priory by email or telephone 020 8997 2022 or hr@sapriory.com <mailto:hr@sapriory.com>

