



INFORMATION FOR APPLICANTS FOR THE POSITION OF HEAD OF MATHS

Horris Hill is an historic day and boarding school for boys ages 4-13 set in the beautiful Berkshire countryside. The school prides itself on helping its pupils balance the demands of formal education with both creative play and organised sports and activities. Dedicated staff nurture an enduring love of learning and curiosity of spirit that will equip pupils with the skills and confidence for whatever challenges they may face in life. Horris Hill enjoys close relationships with several of the country's top public schools, and ensures every pupil makes the most of the opportunities available to them so that they can be excited and prepared for the next stage of their educational journey.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world; supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

Our core aim is to maintain Horris Hill as a small, selective, academically rigorous family school coupled with an holistic learning environment. We will continue to prepare children for the next stage in their education and to deliver children into the most academically ambitious schools in the world. Horris Hill's unrivalled culture, which creates a truly rounded education will remain, and the fundamentals of good British values and manners will be reinforced.

It is an exciting time of change and growth for the school, as it looks to extend its offering by opening a 50 week nursery from September 2022 for children aged 2-4 years. Girls will also be able to benefit from the education and care that the school provides and we are delighted to offer them the opportunity to join in Nursery and Reception from this September.

Our staffing team are critical to the school's continued success and you will be joining some excellent recent appointments. We are delighted to be welcoming our new Headmaster, Mr Rob Stewart to the school in September. He has an outstanding track record including being a past Eton Housemaster as well as the Head of a leading prep school.

HEAD OF MATHS

We are seeking to appoint, ideally for September 2022 (or January 2023), an outstanding Head of Maths to lead teaching and development across the school. We are looking for an organised, able and well qualified mathematician, who is ready to embrace the opportunity to teach beyond the normal prep school level and committed to academic excellence for all pupils at Horris Hill.

The successful candidate will be enthusiastic about the opportunity to work with some very gifted young mathematicians, but also aware of the importance of building everyone's confidence in this key subject area - willing to commit extra time to both stretch pupils at the top and reinforce confidence and progress to help those to whom maths does not come quite so readily. Expectations are high and the intellectual rewards are significant from working with a group of potentially high achievers.

Whilst your teaching is likely initially to be classes in the 7-13 age range, we will mould the role around the strengths and enthusiasms of the successful candidate. The successful candidate will bring enthusiasms for many other aspects of school life such as sports and extra-curricular provision, and will be willing to perform boarding duties and contribute fully to a busy full-time boarding school. For full-time staff this usually includes a commitment to teaching on Saturdays during term, in return for generous holidays.

Job Description

The job description below contains an outline of the typical functions of the job but may not be an exhaustive list of all possible job responsibilities, tasks, and duties. We will mould the exact job specification to the experience and enthusiasms of the successful candidate, but the core elements of the role will include the following:

- Develop and deliver quality programmes of Maths teaching in Years 4-8, invigorating this aspect of school life; we are interested in promoting the best of traditional prep school Maths teaching and learning, allied to exciting, more modern practice.
- Co-ordinate the work of the department by writing and overseeing the syllabus for the Upper School. Oversee curriculum planning with weekly and long-term plans and Scheme of Work developing a curriculum for all abilities.
- Keep the curriculum under review in light of all developments and initiatives and select suitable, up-to-date course material and resources to facilitate the teaching within the department at all levels throughout the school.
- Keep abreast of changes in the teaching of the subject, particularly those associated with the independent sector as well as the National Curriculum.
- Arrange and chair departmental meetings, for assessment, review, sharing good practice, setting targets and training opportunities.
- Present plans for the development of Maths to the Senior Management Team for the strategic direction of the department. Manage the departmental budget and produce an annual departmental Development Plan.
- Organise and oversee the Department Handbook.

- Oversee and monitor the effectiveness of staff who teach Maths throughout the School
- Promote departmental discussion of teaching methods so that lessons are interesting, organised and effective with adaptable teaching methods encouraged
- Ensure all staff in the department make full use of IT and other technologies to enhance their teaching programmes.
- Evaluate the standards and levels of achievement and track pupils' progress
- Provide evidence of data analysis on target setting and benchmarking
- Foster and encourage an interest in and enjoyment of the subject of Maths throughout the school.
- Develop strong links between Horris Hill and the Maths departments of senior schools to which we regularly send boys.
- Prepare outstanding pupils for Maths scholarship applications to senior schools.
- Inspire gifted pupils by entering them for appropriate challenges and competitions.
- Write formal reports to parents twice a year for all pupils, covering all progress in Maths
- Attend parent-pupil discussion meetings
- Ensure that lessons are properly prepared and delivered
- Encourage pupils to take a pride in their work with regard to presentation and content.
- Create an environment conducive to good teaching and learning in the rooms used for teaching the subject. This should include displays and up-to-date pupils' work.
- Where possible, create cross-curricular links with other subjects.
- Adopt a range of teaching methods in the delivery of the teaching of the subject.
- Ensure the safety and well-being of children at the School by adhering to and complying with the School's Child Protection and Safeguarding Policy at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.
- Attend training and staff INSET sessions organised by the School.
- Adhere at all times to Health and Safety legislation, and all school policies and procedures, to ensure their own safety and that of colleagues as well as pupils and visitors.

Person Specification

Skills and Qualifications

- An excellent classroom practitioner who is committed to enabling every child to fulfil their potential in all areas
- Qualifications relevant to the teaching of Maths
- Knowledge and experience of Pre-test and Common Entrance 13+ exams
- A team-builder with excellent communication skills, able to listen, consult and motivate
- Able to use initiative, show flexibility and be adaptable
- Evidence of commitment to CPD
- Commitment shown in other areas
- Excellent written and oral communication skills
- Strong organisational skills

Personal Characteristics

- Must be a dependable and flexible team player
- Highly motivated, hardworking and passionate about teaching
- Innovative and a creative thinker, able to inspire children in and out of the classroom
- Strong interpersonal skills when working with children, colleagues and parents
- Ability to prioritise effectively and balance competing pressures
- Desire to be fully involved in the life of the school
- Caring, approachable, able to engage fully with pupils, parents and staff
- Commitment to safeguarding and promoting the welfare of children

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of disqualification. Please see the School's Safer Recruitment Policy, available on the school website, for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Application Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. You should provide details of two referees and one must be your current or most recent employer. We intend to take up references prior to interview unless specifically requested not to. An application pack can be downloaded from the school website www.horrishill.com/vacancies. Please submit all applications to hr@horrishill.com.

Applications will be considered as they are received therefore early applications are encouraged.

Employment will commence, subject to the satisfactory completion of all pre-employment checks, ideally from September 2022 (or January 2023).

Further Information

If you require any further information please don't hesitate to contact Mrs Debbie Power, HR & Compliance Manager on 01635 30323 or email d.power@horrishill.com