





DANES HILL SCHOOL

HEAD OF MATHEMATICS


October 2024

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

 Leatherhead Road, Oxshott, Surrey KT22 0JG

 recruit@daneshill.surrey.sch.uk

 daneshillschool.co.uk

 01372 842509



THANK YOU

Thank you so much for your interest in Danes Hill School. I hope that the information in this pack, and our website, gives you a flavour of what working within our Mathematics department at Danes Hill School would be like – and the warm and positive school team you will be joining if you are successful in your application.

Danes Hill School is a popular co-educational day Prep School and is home to around 700 pupils aged 2 – 13. with early years pupils taught at our Pre-Prep site known as Bevendean, before ‘graduating’ to the main school when they join Year 2. Our teachers specialise in a particular key stage or subject, but all work flexibly across the age range.

Our values are passion, courage, growth and respect and I believe that if children are happy, they flourish, reach their full potential and carry a love of learning with them for the rest of their lives.

At Danes Hill School, we want children to enjoy their childhood for as long as possible, but we also want them to develop and progress within a stimulating environment that offers many opportunities both inside and outside the classroom. Co-curricular activities, integrate seamlessly within the school's provision, form the backbone of our holistic learning experience. These activities offer invaluable opportunities for our pupils to explore their passions, to push their boundaries, and develop crucial skills. Whether it's academic enrichment, sport, music, drama, a hobby or a club – all have an important part to play in shaping well-rounded individuals ready to contribute to society.

The right people for Danes Hill will have the presence to lead and inspire classes from early years through to Year 8, with a passion for providing an innovative and creative education. The maths department are looking for someone with a flexible approach, a sense of fun, a readiness to respond to pupils' individual needs and an enthusiastic, open approach to teaching are among the qualities we are looking for. We seek a colleague who is passionate and knowledgeable about their subject and able to communicate this to the student

If you are interested in becoming part of our school and making a difference to the education of our young people, we would love to hear from you. We will be processing applications as they are received and may close the recruitment ahead of the closing date, if the right candidate has been found. I very much look forward to hearing from you.

With best regards,
James Felgate (Deputy Head Academic)



OUR SCHOOL VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values are articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gain a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus in 2023-24 is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.



HEAD OF MATHEMATICS

ABOUT THE ROLE

Job title:	Head of Mathematics
Job purpose:	To develop and implement a vision for Mathematics across the School which allows all pupils to achieve their full potential.
Reporting to:	Deputy Head Academic
Hours:	Full time
Salary:	Competitive salary scale, depending on skills and experience.
Benefits:	Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Season ticket loans. Training and development support.
Closing Date:	7 th November 2024. Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.



JOB SPECIFICATION

Head of Maths

The Maths Department at Danes Hill School strives for high achievement and unwavering commitment to academic excellence. The department fosters a dynamic learning environment where students are encouraged to develop strong problem-solving skills and a deep understanding of mathematical concepts. With highly qualified and passionate teachers, the department tailors its teaching methods to challenge pupils at all levels, promoting both independent thinking and collaborative learning. The department also offers enrichment opportunities, such as maths competitions and clubs, to further inspire and engage talented mathematicians.

For many years, the Maths department has achieved outstanding results at Common Entrance and Scholarship, and regular monitoring of Progress Tests show that students make excellent progress throughout the school. The department is very proud of the contribution it makes to the whole school co-curricular programme with many clubs running throughout the week, alongside relevant speakers and entry into several competitions, including UKMT

The department implements a set of thorough curriculum maps, where each year group has a set of defined goals, so that impact is measured through careful assessment and tracking. In the Junior School, White Rose is implemented to compliment and supplement our own internal scheme of work. This allows us to follow the National Curriculum, whilst also stretching the curriculum in preparation for the rigours of secondary mathematics.

The maths department is currently staffed by five teachers, four full-time and one part-time. Lessons are taught in nine teaching rooms, each with their own interactive screens and catering for different styles pedagogy. The department offers a range of online platforms to enrich learning that include LBQ, ATOM Learning, GL Assessment Cat 4, Century TECH, White Rose and Timetables rockstars.

The Department encourages an environment where new ideas are shared, both in the delivery of lessons and in the generation of new resourcing and assessment techniques. The successful candidate would need to be comfortable in a team atmosphere and be willing to promote cross-curricular links with other department areas when appropriate.

If you have any questions or would like to discuss this opportunity in more detail, please feel free to email James Felgate (Deputy Head, Academic)



JOB SPECIFICATION

Department Leadership

- Developing a strategic plan for mathematics provision across the school, in line with the strategic aims of Danes Hill.
- Taking the lead in the production of Schemes of Work for mathematics that reflect recent research and best practice, designed to ensure an exciting and innovative curriculum.
- Line managing all members of the Mathematics Department, creating an inclusive and positive team environment.
- Planning for and monitoring the department budget in close partnership with the Deputy Head Academic.
- Communicating regularly with all teaching staff and involving specialist staff appropriately in provision.
- Establishing, maintaining and evaluating activities that will enhance the skills of pupils and staff, across the School.
- Educating the broader community about the School's mathematics curriculum, activities and successes, and engaging with staff, parents and potential new families.
- As subject specialist, leading the planning, preparation, and delivery of suitable programmes of work and lessons within the mathematics curriculum.
- Leading the department in the organisation of and participation in relevant co-curricular activities and local and national competitions.
- Evaluating the range and quality of learning experience and outcomes provided in mathematics.
- Remaining continuously up to date on current educational research and best practice, utilising this to support and shape learning; and developing the subject area throughout the school.
- Holding regular department meetings with the team to discuss departmental development and the sharing of good practice, addressing issues as they arise.
- Liaising closely with the Head of Learning Support and planning strategic interventions to help meet the needs of all pupils.
- Working with school leaders to remove barriers to innovation and best practice in academic teaching and learning.

Teaching and learning

- Inspiring pupils with a passion for learning and mathematics, with the highest standards and expectations.
- Delivering excellent teaching across the curriculum (from early years to Year 8), following agreed guidelines, syllabuses and Schemes of Work and reflecting multiple perspectives.
- Creating a cheerful, well-organised, inclusive and stimulating educational climate that will motivate pupils to learn, think independently, empathise with others, and perform to the best of their abilities.
- Understanding the academic, physical, emotional and spiritual needs of pupils in relation to mathematics and the wider curriculum and planning appropriate tasks to maintain a close match between the activity and those needs.
- Supporting pupils in their learning and physical progress, making each feel included, secure and valued, and ensuring they have every opportunity to fulfil their potential.
- Utilising a wide range of digital and physical resources to enhance learning, as well as planning engaging speakers and trips.
- Preparing pupils for 11+ and 13+ examinations to a variety of leading independent senior schools.
- Creating informative and well-presented displays and noticeboards, celebrating pupil successes.
- Ensuring that pupils receive constructive feedback.
- Assessing, recording and reporting on the development, progress and attainment of pupils, employing effective intervention strategies when required to extend pupil achievement.
- Producing on request detailed reports on the progress/achievement of any pupil taught.
- Attending all meetings relevant to the role and responsibilities, and attending all parents' evenings for groups taught, as well as other events as directed.
- Communicating effectively with parents and pupils, maintaining high standards and expectations.
- Promoting pupil achievements, career opportunities and experiences, providing relevant material for the school website and newsletter.
- Providing guidance and advice to pupils on matters related to their progress and development, and when working towards scholarships for senior schools.



JOB SPECIFICATION

Pastoral responsibilities

- Undertaking pastoral responsibilities as directed and working with pastoral leads to support pupil welfare.
- Being a form teacher or assistant form teacher if requested, encompassing academic, pastoral and administrative oversight of the form and acting as the main point of contact for parents.
- Ensuring that the department remain alert to the pastoral needs of the children and where appropriate share pastoral observations in line with school guidelines

Other duties

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, Always complying with relevant school policies and procedures.
- Maintaining good order and discipline amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Actively engaging in safeguarding practice and health and safety supervision, both in school and on trips.
- Liaising with the Head, Deputy Head Academic, Deputy Head Pastoral and colleagues regarding information concerning the needs and abilities of individual pupils.
- Ensuring equal access to learning for all pupils.
- Undertaking supervisory, cover and invigilation duties as directed.
- Taking a lead role and positive involvement in leading co-curricular activities.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Always complying with relevant school policies and procedures.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Deputy Head, Head or senior colleague may require from time to time.



PERSON SPECIFICATION

Qualifications

- Relevant degree with high honours
- DfE recognised teaching qualification

Knowledge

- Evidence of appropriate continued personal and professional development
- Extensive high-level knowledge and ability in relation to mathematics in KS2, KS3 and KS4. An understanding of the development of mathematical skills in KS1, EYFS and at senior school level is also desirable but not essential.
- Excellent knowledge of strategies to support teaching and learning
- Confident knowledge of /ability to apply Keeping Children Safe in Education

Experience

- Experience of leading a department with evidence of raising standards (desirable)
- Proven excellent record of teaching Mathematics
- Experience of managing a team successfully (desirable)
- Effective budget management

Competencies

- Inspirational teaching and presentation skills, demonstrating innovative, future focused outcomes
- Ability to build effective relationships with pupils, parents and staff
- Collaborative, team-oriented problem-solving style to address technology problems
- Proactive and positive approach, anticipating needs before they arise
- Ability to communicate effectively to a range of audiences
- Ability to work under pressure, prioritise, manage time effectively and meet challenging goals
- Ability to make effective decisions and take necessary action
- Recognised capacity for leadership and enjoyment of leadership tasks, including creating, articulating and justifying an inspirational vision
- Risk taker and enthusiastic supporter of personal and professional innovation
- Skilled listener, relationship builder and critical thinker
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate in the life of the school, including co-curricular and pastoral commitments.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. Checks will be carried out of available online information about shortlisted candidates prior to interview.

WHY WORK AT DANES HILL SCHOOL?



Location:

Danes Hill offers an exceptional working environment, and when you visit the education, you get a proper sense of

the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than meeting, education, walk from the Prep School (15 minutes from Bevendean).

Car parking is available for all staff, as well as our



to Work scheme.

Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology 20-minute induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.



Development:

As a place of education it's vital to us that we all invest in our learning. A weekly staff meeting and twilight training session takes place every Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.



Reward:

It is important to us that everyone who works at Danes Hill benefits from fair pay systems. A new pay scale for teachers was introduced in September 2023 after consultation with staff. With a generous core salary, there are also opportunities to take on positions of responsibility for additional management allowances. A new pay scale for support staff has been reviewed and implemented in September 2024.



Benefits:

Generous and flexible pension scheme (APTIS) provided by Aviva, with a 20% employer contribution (that can be voluntarily reduced to increase a staff member's salary, according to need). Non-contractual fee remission is given to all staff on a pro rata basis, and currently represents up to 60% reduction on full fees, as well as free wraparound care and discounted holiday clubs.



Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Our onsite counsellor can provide immediate support and advice, and Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.



Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, including circuit training, running, badminton, football and the staff choir. The Head of the Common Room organises social events and charity fundraisers. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our fabulous lunches.





DANES HILL SCHOOL
