



BRADFIELD COLLEGE

HEAD OF MATHEMATICS

The opportunity

Applications are sought for the position of Head of Mathematics. This is an opportunity for a talented and ambitious candidate to make a significant impact on all aspects of teaching and learning in one of the College's largest departments. Bradfield's mathematics curriculum has an explicit focus on academic rigour and developing a robust understanding of fundamental principles.

The College

Founded in 1850 by Thomas Stevens, and set in a village amidst unspoilt Berkshire countryside, Bradfield College enjoys a well-established reputation for being one of the country's leading co-educational, independent schools through its provision of academic excellence and a well-rounded education.

The College is characterised by a relaxed unpretentiousness and has a strong family atmosphere. These are central to the enjoyment of school that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of the children in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.

Pupil numbers are over 800 (with a 60:40, boy/girl ratio) following completion of an expansion programme which began with the introduction of full coeducation at Bradfield in 2004 (girls were first admitted to the sixth form in 1989). Approximately 90% of the pupils are boarders; many spend Saturday nights at home following matches but there is a full weekend programme and approximately 25% of the boarders stay in. A majority of the pupils are relatively local, coming from within a 30-mile radius. There are also a good number of British and international pupils (approximately 10% and more than 30 nationalities) who are based in London and overseas.

cont...



Bradfield's curriculum facilitates interdisciplinary thinking and also promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition. As well as an extensive (i)GCSE programme, the College offers both the IB Diploma Programme and A Levels in the Sixth Form. Results are strong with 61% of all (i)GCSEs sat graded 9-7 or A*/A, 75% A*-B grades at A Level and an IB Diploma average of 35.9 points over the last two years and almost a quarter of pupils scoring 40 points and above in the most recent cohort.

Bradfield's outstanding pastoral care is rooted in its house system, beginning in Faulkner's, a Year 9 boarding house specially designed to help all girls and boys make a happy and successful transition to senior school before moving into one of 11 senior houses. As they make their way through the school, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing. Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.

Bradfield offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Bradfield education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Bradfield seeks to develop attributes that will enable pupils to thrive personally and professionally and to offer an education for life. This means a great deal more than securing strong grades and making a convincing application to higher education. It also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate. Each of these is nurtured in our diverse community and through our rich curriculum. We encourage pupils to understand the world around them and their place within it. In the same way, Bradfield itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its values.





The Department

This major department within the College consists of ten full-time and four part-time members of staff, who work together to provide the best possible mathematical education for our pupils. Team work, collaboration, and supporting each other's professional development are key features of the department's ethos, along with a friendly and welcoming atmosphere.

At present there are at least nine classes per year group in the Lower School (Y9, Y10 and Y11) where we follow the Edexcel Higher IGCSE course, alongside a programme of problem-solving and foundational skills. Results in recent years have been strong, for example 60% of entries at grade 9-7 in 2018. We offer Additional Maths (OCR) to some pupils alongside GCSE Maths in years 10 and 11.

In the Sixth Form Mathematics is a very popular choice for AS and A2, and Further Mathematics is also a popular choice with more able mathematicians. At A Level, 85% of pupils scored A*-B in the 2018 exam session. In 2012 the College introduced the IB Diploma Programme for the Senior School and all IB pupils study a Mathematics option. In total approximately 100 out of 160 pupils in each Sixth Form year take some form of Maths course at Bradfield, using a graphical calculator alongside software packages such as GeoGebra to enhance their understanding.

Enrichment beyond the syllabus is a central part of our teaching, and many of our pupils are entered for the national UKMT competitions each year. During the course of the year small groups of pupils also attend lectures such as 'Maths Inspiration' and attend the local Senior Team Challenge event. Each year we also coach a number of pupils for entry to top Universities, including STEP preparation where appropriate.

The department is housed in its own teaching block of seven classrooms, which have recently undergone refurbishment. All seven classrooms are equipped with SMART boards or HD touchscreens.

Head of Department qualities

Principal accountabilities

The Head of Department is responsible to the Deputy Head (Academic) and is expected:

Leadership

- To ensure the protection and safeguarding of all pupils working within the Faculty through raising staff awareness of College policy and of Child Protection procedures and protocols and ensuring that these are being followed;
- To take responsibility for ensuring that the Department adheres to all College Health & Safety policies, and that a strong Health & Safety culture of awareness and communication is generated and maintained amongst all who work in and use the department;
- To provide inspirational leadership to pupils and staff, creating a culture of ambition and aspiration that gives the department its identity and that contributes positively to the academic ethos of the (Faculty and the) College;
- To be responsible for the strategic direction and development of the Department as detailed by an annual development plan (and that of the Faculty) whose aim and purpose is to support the overall academic strategy of the College;
- To provide support and challenge in equal measure to staff, within an environment of high standards and expectations and where colleagues feel reassured to share practice, ask questions, and retain the individualism of their teaching.

The Learning Experience

- To ensure that the learning experience of pupils in the Department is consistently outstanding, born out of a culture of pupil accountability and willingness to improve;
- To ensure that data, standardised and non-standardised, is used with pupils to help raise pupil aspiration and inform appropriate interim targets;
- To ensure that pupils learn in an environment that encourages them to think creatively, help themselves, reflect and respond, and to review and improve their work thus improving both its substance and style;
- To ensure that pupils studying in the department receive a variety of high quality, specific feedback on a very regular basis;



- To ensure that resources available to pupils are appropriate, up-to-date, differentiated and multi-media, and that (where possible) they are uploaded to Firefly;
- To foster ways of stretching pupils through the development of enrichment activities outside the classroom.

Supporting Professional Development and Recruitment

- To conduct lesson observations of those in the department to ensure that Bradfield's Teaching Standards are being met, and within that the College's academic initiatives are being positively actioned;
- To play a leading role in the appraisal and professional development of colleagues in the department and to be prepared to offer colleagues honest and constructive feedback, giving praise where deserved and identifying areas for improvement where needed;
- To establish an environment in which shared practice is common place between colleagues and to ensure that mutual observation is constructive, focused and frequent;
- To strategically disseminate CPD opportunities to members of the department who have set themselves targets that would benefit from the specific training being offered;
- To be directly involved in the recruitment of new staff to the Department through input to the short-listing of applicants, through observing selected candidates teach, through interviewing selected candidates and in taking an active part in the final recruitment decision at a meeting chaired by the Head;
- To mentor and support new members of the Department, both in the immediate months before joining the College (Induction) and throughout the initial period through regular meetings and lesson observations.

Achievement

- To ensure that pupils' Value Added in public examinations, as measured against their standardised baseline data (MidYIS and ALIS), is positive and in line with the Department's forecasts;
- To ensure that interim grades reflect accurately a pupil's performance against the standards and expectations of the department and the pupil's own Target Grades;





- To celebrate pupil attainment and academic excellence within the department whether it be relative to their standardised baseline grade, positive progress over a period of time, or attitude to learning more generally;
- To support and advise those pupils making university applications for courses directly or indirectly related to the Department.

Whole-school Academic Strategy

- To represent the Department on the Heads of Department Committee whose members are encouraged to contribute to discussion on the overall curriculum policy of the school, reflecting on developments in the national and international educational landscape.

Department Operations

- To take responsibility for organising Departmental entries for public examinations in GCSE, A level and IB;
- To take responsibility for the selection/maintenance of the specification for use at GCSE, A Level and IB and for arranging its teaching programme within the Department supported by detailed schemes of work;
- To interview and examine prospective entrants to the Sixth Form, organising for the drawing up of appropriate examination papers as required;
- To hold regular weekly meetings of the Department to define objectives, to promote learning, to share good practice, to set targets and to review the performance of the Department;
- To organise the teaching timetable of the Department in liaison with the Deputy Head (Academic) and the school timetabler;
- To organise field trips as appropriate;
- To submit an annual budget bid as directed by the Bursar and Deputy Head (Academic) and to manage that budget;
- To manage technical staff (where appropriate);
- To ensure all work undertaken in the Department is risk assessed and that health and safety matters are kept up to date as directed by the Bursar and by the Health and Safety Manager;
- To ensure that interim grades reflect accurately a pupil's performance against the standards and expectations of the department and the pupil's own Target Grades;



- To liaise with the Estates Team to ensure that the Department is maintained, cleaned and kept in a state that is conducive to healthy and safe working practice, if necessary making bids to the Minor Capital Works Budget as directed by the Bursar;
- This list is not exhaustive and is subject to change following consultation. The Head of Department is expected to fulfil any reasonable request made by the Deputy Head (Academic) or by the Headmaster.

Personal Qualities

The Head of Department at Bradfield will:

- Be suitably qualified for the responsibilities of the post;
- Display a commitment to the protection and safeguarding of children and young people;
- Be an inspiring leader and an effective manager of others, always considering what is in the best interests of our pupils above all else;
- Have a clear vision as to how to enhance the academic experience and attainment of our pupils in the subject;
- Be able to think strategically;
- Be prepared to challenge and to ask questions;
- Be an outstanding communicator;
- Be able to work collaboratively with others;
- Be prepared to make difficult decisions when necessary and be able to handle these diplomatically;
- Be able to plan time effectively and be well organised;
- Have the ability to enthuse young people and adults;
- Possess a positive attitude and approach to change and development;
- Be prepared to make a full commitment to the co-curricular life of the College;
- Have a strong sense of self-awareness and be willing to learn;
- Have a balanced sense of perspective;
- Have a sense of humour.

Standards for teachers

Teachers at Bradfield make the education – both in and out of the classroom - of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents and carers in the best interests of their pupils. Further, they are constantly active in encouraging and supporting the Bradfield's core values and are always aware of the responsibility they carry as role models to the pupil body, whether on or off duty.

Principal responsibilities

- set high expectations which inspire, motivate and challenge pupils
- promote good progress and outcomes by pupils
- demonstrate good subject and curriculum knowledge
- plan and teach well-structured lessons
- adapt teaching to respond to the strengths and needs of all pupils
- make accurate and productive use of assessment
- manage behaviour effectively to ensure a good and safe learning environment
- fulfil wider professional responsibilities
- make a full contribution to the College's programme of Tutoring
- support the College's system of pastoral and spiritual care





Co-curricular expectations

Bradfield College is a boarding school and every teacher is expected to make a full contribution to the Co-Curricular life of the school. This will include regular commitments on Saturday afternoons and occasional Sundays. Likely contribution in this area will be explored at interview.

In addition, every teacher is expected to spend at least one evening a week in a boarding house. This will include tutoring a small group of pupils. The one-to-one and small group meetings build good relationships between staff and pupils and are essential to the long-term success of the school. Patience, consistency, discretion and empathy are some of the qualities a tutor should have in order to promote the pupils' all-round development.

From time to time teachers will be expected to accompany school trips during school holidays. There will also be other routine supervisory duties.

Continuing Professional Development

All teachers are encouraged to take a lead in their own continuing professional development and there is widespread support and generous funding available. Statutory NQT induction is provided for new entrants to the profession. Bradfield College follows the Independent Schools Council's scheme for the induction of Newly Qualified Teachers.

There is a mentoring scheme in place for all new staff, and a system of professional review by line managers. All newly appointed members of staff follow a wide ranging induction programme which begins on appointment and runs through to the end of the first year of employment. All appointments are probationary for one year.

Terms of appointment

The successful candidate will be offered a competitive salary reflecting the role and the experience of the candidate. Suitable housing will be provided in Bradfield at a nominal charge and the teacher will be expected to live on campus in term time.

All full-time teachers automatically become members of the Teachers' Pension Scheme, unless they specifically request to opt out. They are also eligible to join the College's healthcare scheme. Further details are available upon request. Membership of the Bradfield College Sports Centre and subsidised membership of the Bradfield College Golf Club are available.

All full-time teachers are eligible to apply for an assisted place at the College for their child/children in accordance with the College Fee Discount Policy. Further details are available on request.

The process

Letters of application, along with a completed application form, a Curriculum Vitae and the names and addresses of two referees should be sent to the Headmaster, Dr Christopher Stevens, Bradfield College, Bradfield, Berkshire RG7 6AU by the advertised closing date. Applications can also be made by email to hr@bradfieldcollege.org.uk.

Short-listed candidates will be invited to Bradfield for interview and a tour of the College will be offered.

For an informal discussion about the post, please feel free to telephone Neil Burch, Deputy Head (Academic), on 0118 964 4526 (during office hours), or by email:

acad@bradfieldcollege.org.uk

Bradfield College reserves the right not to appoint to this post should a suitable candidate not be identified.





Safeguarding

Bradfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible, or with whom he/she comes into contact, and ensuring compliance with our child protection policy statement.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College and documentary evidence of qualifications. A copy of the reference request form is included at the end of this document for information purposes.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment. (This is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).

Health and Safety

All staff are required to refer to their individual responsibilities as defined in the Health & Safety Manual and ensure they are competent to implement them and agree to abide by them. Staff health, safety and welfare at work are protected by law. The College has a duty to protect staff and to keep them informed about health and safety. Staff have a responsibility to look after themselves and others. If there is a problem, employees are expected to discuss it with their line-manager or with the College's Health and Safety Manager.



BRADFIELD COLLEGE

Bradfield
Berkshire
RG7 6AU

Tel: 0118 964 4500
Email: hr@bradfieldcollege.org.uk
Web: www.bradfieldcollege.org.uk