



SILCOATES

Independent education for boys and girls aged 3-18

HEAD OF MATHEMATICS

for September 2019

CANDIDATE INFORMATION PACK





OVERVIEW OF SILCOATES SCHOOL

Silcoates is a co-educational 3 to 18 school of 560 pupils, which seeks to bring out the very best in every pupil through instilling in them a love of learning and a willingness to seize every opportunity they are given. Whilst many of our pupils begin their life at Silcoates in the Junior School, others join aged 11 and 16 (and at many points in-between!). This continuity serves to embed the skills and qualities that make our pupils enthusiastic and effective learners. It also ensures that they develop strong and life-long friendships with their peers. New pupils to the School are given an especially warm welcome and they soon feel valued members of our community.

Whilst we are academically selective, the pupils have a broad range of abilities and needs and thus we have a curriculum that becomes increasingly flexible as pupils develop their own strengths and aptitudes. The most academic will succeed at Silcoates. Students have been accepted at Cambridge, Durham and other Russell Group Universities, as all our pupils are given the opportunity to fulfil, or even exceed, their academic potential. At GCSE, 93% of grades were at C or above, with 45% at grade A* or A. A quarter of the grades were A* (8/9) with 12% of the grades in the reformed GCSE at the new grade 9.

The breadth and variety of our curriculum is matched by the range of activities on offer outside the classroom. Having all the School on one site enables the pupils in the Junior School to benefit from the vast array of facilities on offer, from the all-weather playing surface to the indoor swimming pool to the fully-equipped Drama Studio. In the Senior School, pupils are given numerous opportunities to get involved, both within and outside the curriculum. These become enshrined in the Silcoates Diploma, which is a formal recognition of a pupil's commitment.

Sport and exercise are important features of life at Silcoates. Boys are introduced to our core sports of rugby, hockey and cricket in the Junior School and, due to our size, most have the opportunity to play for the School throughout their career. In 2017, our 1st XV made it to the semi-final of the NatWest Vase competition at the home of Saracens RFC. Girls are equally as competitive in hockey and netball. Recent tours have included the US and Canada, Italy and South Africa. We passionately believe that sport is for all and so alternative options are available, such as basketball, tennis and badminton, with the emphasis being as much on participation and development as on achievement.

All pupils are given every encouragement to express themselves in the full range of artistic activities. This is certainly in evidence in the Junior School, where the children have the chance to sing, paint and perform on an almost daily basis. Pupils throughout the school have the opportunity to excel in Art and are also able to study Photography at A Level. Music is thriving, not least due to our modern and well-equipped specialist facility. Drama is thriving: recent productions have included 'Oliver!', in which almost a fifth of the School participated, and 'The Lion, the Witch and the Wardrobe'. 'Grease' is going be produced in February 2019.

Pupils of all ages have the opportunity to push themselves way beyond their comfort zones through going on trips and expeditions abroad. The Duke of Edinburgh's Award Scheme is very well established at the School and several pupils achieve Gold every year. 'Grit' and determination are also evident on our biennial expedition to Tanzania, when senior pupils have the opportunity to participate in the life of a rural village, whether that be through refurbishing a school or educating the children. Such activities are life-changing and many pupils look back on them as one of their highlights of their time at Silcoates.

The principal accolade that many parents and former parents afford the School is that it is a warm and welcoming community and that their children make friendships here that last them a lifetime. It is certainly true that there is not one 'type' of Silcoatian and that the School endeavours whenever possible to focus on an individual's needs, whether they be academic, co-curricular or social, to ensure that that everyone feels encouraged, safe and happy. Our pastoral system enables every pupil to have a close relationship with their form teacher or tutor and, in the Senior School, their Head of Year.

Not only do we care for one another, we also acknowledge the good fortune we have been given to be part of Silcoates. All pupils take part in a large number of charitable activities throughout the year. In 2017, we were given the Yorkshire Society Community Award for

raising more than £50,000 across the year. In our regular acts of worship, which are broadly Christian, we seek to imbue each and every member of our community with a sense of mission to help others. Humility and a sense of responsibility are traits we wish to see at the heart of all Silcoatians.

MATHEMATICS AT SILCOATES

On entry to the Senior School, pupils are placed into ability groups, broadly in line with their Entrance Examination performance. They are taught in this way for the first half-term. After half-term, they all sit the Setting Test so that we can place them into the appropriate set for Mathematics. As whole year groups always have their lessons at the same time, movement between sets can take place easily, if required. This setting structure remains up to the end of Year 11. Progress is assessed each term, with whole school examinations in each subject towards the end of each academic year.

At Key Stage 4, we follow the Edexcel IGCSE Specification A. Some students, in our top set Year 11, can take the AQA GCSE in Further Maths. After the mock exam in January, our Year 11 pupils follow a structured revision programme of past papers, and support sessions are offered to those who may find themselves in the 3/4 borderline area. Revision sessions are offered to all in the run up to the actual exam in the summer.

At A Level, Maths is a popular choice, with 2 groups in Year 12 and 1 in Year 13. We also have a Further Maths group in Year 12. We follow the OCR courses.

Throughout the school, we offer help at lunchtime, which is well attended and much appreciated. The level of individual help provided is widely regarded as a strength of the department.

THE DEPARTMENT

The successful candidate will join a department comprising of four other teachers, all of whom have considerable teaching experience. In addition to our teaching responsibilities, we are form tutors, and three members also contribute to the teaching of Games. We have recently started using Firefly, a virtual learning platform, and are keen to enhance our teaching and learning through its use. We demand, and achieve, high standards of behaviour and commitment from all classes. We are fortunate in that we have our own dedicated suite of rooms, each equipped with a smart board. We aim to keep class sizes to a maximum of 25, with the lowest groups being kept to generally much smaller numbers. A Level class sizes are much smaller.

Teaching and Learning

A variety of styles are used and lessons may include discussions/group work/drama/film making/project work/student PowerPoint presentations, etc.

Further Information

The school's November 2016 ISI Inspection report is available on our website. We are delighted that ISI have captured the essence of our school and our commitment to continuous improvement.

Location

The school is located five minutes from Junction 41 of the M1 motorway and ten minutes from Junction 30 of the M62 motorway. A daily coach service, covering six routes, is provided for pupils living slightly further afield. Our postcode is WF2 0PD.





JOB DESCRIPTION

Under the general direction of the Deputy Head (Academic), the successful candidate will have the following duties and responsibilities, these should be read in conjunction with the Staff Handbook:

Duties as a Head of Department

Management

- Manage the day to day running of the department.
- Evaluate the teaching and learning within the department, setting individual and departmental targets as appropriate.
- Ensure that colleagues adhere to the principles of the school's teaching and learning policies.
- Encourage teachers to set high standards of accuracy and presentation.
- Ensure that members of the department set homework regularly and that they mark it promptly, thoroughly and in accordance with the department's marking policy.
- See that work is set for absent colleagues.
- Ensure that rooms, furniture, equipment, wall displays, etc. are maintained to a high standard.
- Oversee the issue and return of textbooks.
- Prepare the annual budget and keep an accurate record of money spent.
- Organise and chair departmental meetings and produce notes or minutes of those meetings.
- Participate in the professional development review of departmental members and encourage in-service training based on individual and departmental needs.
- Provide information for the writing of references.
- Advise the Headmaster about staffing provision and the appointment of new staff.
- Assist in the drafting of advertisements.

- Advise the Deputy Head issues regarding staff and rooms.
- Act as a mentor, in conjunction with the Deputy Head, for new members of staff and assist in the induction of newly qualified teachers.

Subject Area

- Ensure that appropriate schemes of work are agreed and applied by members of the department.
- Keep schemes of work under review.
- Keep an up-to-date departmental handbook.
- Keep up to date with all aspects of curriculum development, with special reference to examination board specifications.
- Foster a spirit of academic enquiry in the department – read and share books, articles, etc. and keep abreast of developments.
- Take initiatives to promote the subject in the school as a whole.

Students

- Take responsibility for the learning of all pupils who work in the department.
- Oversee and co-ordinate the departmental system of sanctions.
- Make sure that colleagues are aware of special circumstances affecting pupils.
- Help and advise colleagues in cases of disciplinary problems.

Assessment and reporting

- Ensure that internal examinations are set, marked, collated and evaluated.
- Ensure, after consultation with colleagues, that pupils are entered for the correct public examinations.
- Keep records on pupils up-to-date (internal assessments, examinations and external examination results).

Duties as a Teacher

Teaching and Learning

- Plan lessons and sequences of lessons effectively in order to maximise the learning needs of pupils.
- Use information about pupils' prior attainment in order to set appropriate and challenging work.
- Provide targeted support for pupils who have special educational needs and/or for whom English is an Additional Language.
- Liaise with the Head of Learning Support as appropriate regarding pupils causing concern.
- Use a range of appropriate strategies for teaching and classroom management which engage pupils and stimulate intellectual curiosity through the use of effective questioning, clear presentation and good use of resources.
- Assist in the creation of new resources for all key stages, and assist in the updating of existing departmental resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Take part in the various co-curricular classes, booster sessions and programme of events throughout the school year.
- Assist in the organisation and smooth running of trips.

- Be involved in the teaching, assessing and internal standardisation of GCSE and A Level courses.
- Display and exhibit pupils' work to a high standard, both in the classroom and around school.

Assessment, Recording and Reporting

- Mark and monitor pupils' class work and homework in accordance with school and departmental policies.
- Encourage pupils to be involved in self-assessment.
- Record and report on pupils' progress as outlined in the school and departmental assessment policies.
- Produce written reports in line with school and departmental reporting policies.
- Meet school deadlines for recording and reporting.

Pastoral Care

- Promote the well-being of pupils.
- Liaise with the Form Tutor and Pastoral Head of pupils causing concern in the classroom.

Duties as a Form Tutor

- Act as the first point of contact for parents on all matters except requests for leave of absence and circumstances of special seriousness or importance.
- Monitor all academic, co-curricular and social aspects of a tutee's life at Silcoates.
- Be aware of home circumstances and keeping in regular contact with parents.
- Ensure that good academic progress is being made in all subjects, with special reference, where appropriate, to public examinations.
- Ensure that tutees have a full but manageable programme of co-curricular activities.
- Keep a copy of all tutees' regular weekly commitments.
- Knowledge about all other commitments.
- Keep the Head of Section informed of tutees' all-round progress.
- Discuss half-term and end of term reports after completion.
- Where appropriate, write UCAS references and other testimonials and monitor accurate completion of all application forms.
- Write and proof-read end of term reports.
- Make full use of the pupil information system.
- Check and sign academic or behaviour reports daily.
- Maintain a full and up-to-date record of each tutee in the pastoral records.
- Be available for advice and help.
- Take necessary initiatives in tutees' interests and discussing significant areas of concern with parents or other appropriate parties.
- Carry out daily registration and following up any absences.
- Monitor absence and provision of work for tutees who are on extended absence.
- Attend tutor meetings convened by the Pastoral Head.

- Undertake duties in the year group area as designated by the Head of Section or Deputy Head (Pastoral).

Managing your own Professional Development

- To take responsibility for own professional development and to keep up to date with research and developments in the subject(s) you teach.
- To understand responsibilities in relation to school and departmental policies and practices, including understanding the school's aims and ethos.
- To improve teaching and pupils' learning through professional development activities.
- To participate in the Professional Development Review programme.

Please note that the successful candidate may be required to do some teaching in our Junior School (on the same campus and running the same timetable).

PERSON SPECIFICATION

| | Essential | Desirable |
|---------------------------|---|---|
| Personal Qualities | Commitment to the ethos and aims of the school | Good sense of humour |
| | Initiative and enthusiasm | Evidence of sharing in and contributing to the corporate life of the school |
| | Hard working and good stamina | |
| | Ability to maintain appropriate and supportive relationships with students and staff | |
| | Positive attitude to use of authority and maintaining very good standards of behaviour | |
| | Ability to work effectively as part of a team | |
| | Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure | |

Silcoates School: Head of Mathematics

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| | Open-minded and receptive to new ideas, approaches and challenges | |
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| Skills | Excellent classroom practitioner | Commitment to involvement in extra-curricular activities |
| | Excellent interpersonal and communication skills (written and oral) | Competence in ICT |
| | Ability to prioritise | |
| | Ability to teach from Key Stage 3 to A Level, including Further Maths and Statistics at A Level | |
| | Demonstration of leadership and management skills | |
| | Ability to command respect of students and staff | |
| | Good organisational skills | |
| | | |
| Qualifications | Good honours graduate in relevant subject | |
| | Qualified teacher status | |
| | In possession of a recent DBS check and willingness to submit to a new check | |
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| Knowledge and Experience | A record of successful teaching in one or more other schools of similar or larger size | Experience of leading a similar sized department |
| | Good working knowledge of GCSE and A Level specifications | Record of continuing professional development |
| | Understanding of current good practice in teaching and learning | |



KEY INFORMATION

- The start date is 1st September 2019, with attendance at an INSET days on 28th, 29th and 30th desirable.
- The salary for this position will be dependent on experience.
- Service with the School is pensionable in accordance with the Teachers' Pension Scheme.
- School lunch is provided free of charge during term time.

PROVISIONAL TIMETABLE

Closing date for applications: Monday 25th February, 9am

Interviews: w/c 4th March

APPLICATION PROCEDURE

All applications must be submitted using the School's Application Form, which should be downloaded from our website and returned via email. Please include an accompanying letter in support of your application.

Silcoates School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.