

INSPIRATIONAL
Box Hill School



Maths Teacher
Candidate Pack

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

Round Square: Where Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directly Responsible to: Head of Maths Faculty Lead

Areas of Responsibility

Your Professional Duties

You are expected to act in accordance with the aims, policies and administrative procedures of the school. The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Specific Duties and Responsibilities

The Mathematics Department consists of four full-time staff including the HOD, and one part-timer. The successful candidate will be expected to teach a varied timetable up to and including IB Standard Level or A level Mathematics. To assist with the management of the subject there is currently a Key Stage 4 coordinator and a Key Stage 3 coordinator. All members of the department teach a range of abilities and ages, and the mathematics department also provides the Mathematics teaching for the International Study Centre on site and liaises closely with the Learning Support Department, where there is specialist Mathematics provision. We accept a comprehensive intake from a variety of mathematical backgrounds and nationalities, so the early days are spent consolidating ideas already encountered and bringing students up to common standards. From the outset pupils are taught in small ability sets (maximum of 22 in a group) and movement between sets can occur at any time during the year as students make progress.

At Key Stage 3 the new Hodder Mastering Mathematics Boost scheme is followed. Investigational work is encouraged, but there is great emphasis on ensuring that number skills are sound. At Key Stage 4 most sets follow the Pearson Edexcel IGCSE (9-1) textbook series. At the end of Year 11, students take the Edexcel IGCSE examination at either the Foundation or Higher level. Our top year 11 set take their IGCSE alongside the AQA Certificate in Further Mathematics at the end of year 11.

Mathematics is a compulsory subject, if a student is taking the International Baccalaureate Diploma programme in the Sixth Form. On this programme, students have the option of 2 courses at standard level, Analysis and Approaches or Applications and Interpretation. We also offer the Higher-Level Analysis and Approaches course. All students need to be able to use graphical calculators within the IBDP Mathematics programmes. Staff and students make use of Kognity, the interactive digital resource, which supports IB diploma subjects.

We have been teaching Mathematics A level as well as the Diploma programme for some years now and ideally applicants will be able to offer A level as well as Further Mathematics A level. We follow the Edexcel scheme for both the A level and Further Mathematics. Teachers and students use the Pearson Active Learn digital service as well as hard copy textbooks. The A level programme is available to those students who are stronger at mathematics, ideally achieving a level 7 or better.

Throughout all these programmes, the use of ICT is embedded and all students use devices, the majority having laptops.

Professional Standards:

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Attend staff meetings and Professional Development days.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging in line with the school's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Faculty Lead and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress, and attainment of pupils.
- Mark work according to agreed guidelines.
- Communicate and consult with parents both formally during parents' evenings and informally, as required.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

Professional Development and Appraisal

- Review from time to time your own teaching methods and use of resources.
- Have knowledge of and keep up to date with current pedagogy.
- Actively participate in arrangements for your professional development as a teacher.
- Actively participate in arrangements for the appraisal of your performance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips
- Attend staff meetings, assemblies, parent information evenings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required.
- Participate in Open Events.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- This job description may be amended at any time, after consultation with you.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.



Person Specification: Essential Criteria

Qualifications

- Qualified Teacher Status we also welcome applications from ECT's
- Degree or equivalent
- Evidence of recent relevant professional development

Professional Experience

- Secondary Teaching Experience.

Knowledge and understanding

- Knowledge of how to effectively liaise with different stakeholders including parents.
- Understanding of the importance of partnership with parents.
- An appreciation of a busy boarding environment.

Skills

- Ability to analyse/prioritise/ meet deadlines.
- Ability to communicate clearly both verbally and in writing, with energy and conviction to a wide audience.
- Ability to use ICT to support both the curriculum/work organisation.
- Ability to work as part of, and contribute to, the whole school team.
- Ability to assess the needs of individuals.
- Excellent time management skills.
- Ability to plan appropriately/ motivate all groups of pupils, including the more able.
- Ability to use data to report on pupil progress.

Personal Qualities

- Proactive and professional approach to creating a positive pastoral care environment within school.
- Willingness to respond to needs of individual learners with sensitivity.
- Positive & resilient with drive/integrity
- Ambitious & diligent professional who can motivate / inspire others including pupils / teachers / parents / governors.
- Commitment to high standards / equality of opportunity / continuous improvement
- Commitment to safeguarding & promoting the welfare of children.
- Approachable: able to listen & reflect on the needs of all stakeholders and to work closely with outside agencies to promote children's development.
- Excellent presentation & interpersonal skills.

Terms and Conditions



Staff on site
parking



Use of the
school gym



Staff discount
on school fees



Lunch is
provided free of
charge during
term time



Pension Scheme
provided
through Aviva
Pension Trust
for Independent
Schools



Cycle to work
scheme

Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.

Applications

The successful applicant will be required to complete a pre-employment medical questionnaire.

Salary competitive within the sector and commensurate with the successful candidate's experience

Applicants are required to complete the school's Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent to: hradmin@boxhillschool.com

Early applications are encouraged as we reserve the right to appoint before the closing date.

The closing date for applications is Monday 17th March 2025, **13.00**.

Interviews will take place from Thursday 20th March 2025.

