



HINCHLEY WOOD LEARNING PARTNERSHIP



Application Pack Head of Mathematics TLR 1.3 (currently £12,113 pa)



Hinchley Wood Learning Partnership
CEO Mr Ben Bartlett

Hinchley Wood School – co-educational comprehensive secondary, Years 7 - 13
Headteachers – Ms Maria Cachia and Ms Lucy Macdonald

Hinchley Wood Primary School – 3 form entry, Reception to Year 6
Headteacher – Mrs Aisling Hogan



May 2022

Dear Applicant

Re: Head of Mathematics (TLR 1.3)

To commence September 2022

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, subject department(s) and the application process.

Hinchley Wood is an inclusive and high achieving school on the borders of SW London, celebrating student progress and development as well as academic achievement. The school is a popular and oversubscribed co-educational academy, with over 1,400 students on roll including 290 in our 6th form. We are one of the top 200 performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs.

We are looking for someone with excellent leadership skills, able to mentor and support colleagues and achieve the best for our students.

You would be joining a supportive, committed and experienced team who work hard to deliver innovative and enjoyable lessons. In return for your hard work you will receive exceptional support and training, and the rewards that come with teaching students who really want to learn.

The role would be suitable for an experienced member of staff looking to progress into the next stage of their career. If you have a strong desire to help students of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your interest.

We offer:

- a competitive salary (London Fringe Pay Scale/dependent upon experience),
- two week autumn half term,
- professional development support and an extensive CPD programme.
- This role meets the school's priority admissions criteria, enabling any children of the postholder to be considered for priority admission to the school upon commencement of role.
- Generous employer pension contributions
- cycle to work scheme and on site gym

We welcome pre-application interest - please contact us if you have any questions or would like to visit the school. Contact details can be found on the last page.

I look forward to receiving your application by **Wednesday 18th May (midday)** at the latest, and appreciate the time taken to consider and apply for this post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

Yours faithfully

Lucy Macdonald
Headteacher

Maria Cachia
Headteacher



Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

In Summer 2021, 94% of pupils achieved 5 or more GCSE level grade 5 or above including English & Maths. This is an excellent result achieved during an extremely challenging year. At A Level, our students achieved 100% pass rate with 81% of students achieving A*-B grades and 94% achieving A* - C. The majority of our leavers have gone onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***

In July 2019 our status changed to become a multi academy trust. The Hinchley Wood Learning Partnership was formed and we welcomed Hinchley Wood Primary School into the Partnership in October 2019.



Location



Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

‘Committed to sustainability – caring for ourselves, each other,
the environment and the future.’

*...in order to take on the challenges of an ever competitive and changing world.
All students will develop creative and entrepreneurial skills, be financially aware
and able to use technology in all aspects of their lives. They will take an interest in
and contribute to a wide range of creative, artistic and sporting activities.*



Vision

To inspire all students to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



Department Information

Mathematics at Hinchley Wood School is a strong and thriving department, staffed by highly qualified, professional and caring teachers.

Examination results at all levels are well above national averages and are expected to continue on an upward trend. In summer 2021, 95% of the Year 11 cohort achieved Grade 4+ with 52% at grade 7+.

Mathematics is very popular at A-Level where the Edexcel Examining Board provides a specification proven to be very accessible to all students on the course. Results are consistently high and students are self-motivated. 'A' level Mathematics & Further Mathematics are offered in the sixth form. Results in 2021 included 95% of students achieving A*-C grades with 73% of them gaining an A*-A for Mathematics. The majority of A-Level students proceed to University education, some to follow pure mathematics degrees whilst nearly all have opted for a maths/science based degree; the most popular are engineering, physics, veterinary science, medicine, economics and business.

The Mathematics department is housed in its own suite of classrooms, which are all close to the department's resource centre and staff room. All staff have their own teaching base and shared office space is available for colleagues to work in a comfortable and informal environment. In addition, all classrooms are equipped with PCs, interactive whiteboards & visualisers. There are many software packages that the department use to enhance their teaching, and we regularly share resources and good practice.

The department has access to two well-equipped ICT rooms, we also utilise on-line resources such as MyMaths and Mathswatch. We also have a set of Quizdom interactive handsets, which are used to enhance students' enjoyment of mathematics. We are fortunate to possess a multitude of numeracy resources such as mini-whiteboards, number fans and various number cards which have all helped with the development of direct interactive teaching.

Students in Year 7 are taught in mixed ability groups and from Year 8 onwards they are taught in ability sets. There are 8 sets in years 8 and 10 sets in years 9-11; this helps to limit class sizes especially for those who find maths more challenging. Students are assessed on a regular basis, and set movements are made accordingly. The emphasis in the department is learning through enjoyable, well planned lessons. Students are highly motivated and react well to being stretched and challenged.

Within the department there is a strong belief that administration should be kept to a minimum. Schemes of work and associated module tests are all up-to-date, fully computerised and compliant to all of the current national guidelines. Department meetings are held approximately every four weeks and are generally used to share good practice in order to improve the teaching and learning that goes on within the classroom. The department has an ethos that teachers should be given time to prepare thought-provoking enjoyable and challenging lessons.

Key Stage 3

Whilst the SATs exams have now ceased to exist, the high standard of results continued last year in the end of KS3 exams. Students are given a starting point which allows us to set each student aspirational targets which they aim towards through Key Stage 3. Using this new tracking system, and regular internal testing, we are confident that our students are making excellent progress.



Key Stage 4

GCSE results last year were again superb with 95% of pupils achieving grade 4+. This was an excellent achievement in a year where National pass marks for Mathematics increased. It illustrates the developments that have taken place within the Department over the last few years. To allow comparisons, Hinchley Wood GCSE results from the last 4 years are shown below:

Grade	2021	2020	2019	2018	2019 National average
9	14%	13%	12%	11%	3%
7+	52%	53%	48%	51%	16%
4+	95%	94%	93%	95%	59%

Key Stage 5

The results in the 6th Form are well above the national average, we offer Maths and Further Maths and the results from the last three years are below.

Maths:

Grade	2021	2020	2019	2019 National Average
A*-A	73%	76%	75%	42%
A* - C	95%	100%	97%	80%

Further Maths:

Grade	2021	2020	2019	2019 National Average
A*-A	67%	100%	83%	58%
A* - C	92%	100%	100%	78%

Staff List 2021-2022

Mr Tim Smytheman	Head of Mathematics
Mr Joel Davies	Mathematics / Whole School Timetable
Mrs Naomi Berry	Mathematics / KS3 Coordinator
Miss Sophie Vallance	Mathematics
Mr Tony Cox	Mathematics / KS4 Coordinator
Mrs Anya Creed	Mathematics
Mr Graeme Morpew	Mathematics / Economics
Mr Tom Lloyd	Mathematics
Mr Mike Moloian	Mathematics
Mrs Louise Stamp	Mathematics / KS5 Coordinator
Mr Steve Williams	Mathematics



JOB DESCRIPTION - HEAD OF DEPARTMENT

TLR: In addition to the Head of Department's salary, a TLR will be paid in accordance with the School's Pay Policy.

Line Management

The Head of Department is responsible for the performance of all staff within the department, including acting as team leader for performance management.

Purpose to:

- Lead, manage and develop the subject area.
- Achieve the highest possible standards of teaching and learning and ensure the wellbeing of staff and students.
- Ensure the effective deployment of staff and resources, including the use of Learning Support Assistants
- Take part in the appointment of new staff.
- Use the Department's budget effectively to procure the best possible resources for the Department.
- Contribute to the school's vision and strategic plan.
- Continue to meet, maintain, and build upon, as appropriate the Teacher/Threshold Standards.

Operational Responsibilities to:

- Co-ordinate appropriate professional development and support for all team members and induct new staff.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against performance management objectives.
- Work with team members to formulate an annual subject improvement plan and self review (SEF).
- Coordinate and promote the use of ICT and new technologies within the Department.
- Ensure students are able to achieve in line with agreed targets and co-ordinate support for those who are underachieving or experiencing difficulties.
- Co-ordinate aspects of the school's enrichment programme in conjunction with other subject areas.
- Ensure all curriculum requirements are met and research new courses, where appropriate.
- Ensure all team members understand and are actively implementing the School policies.
- Maintain a vibrant learning environment within the department through high quality displays and well ordered classrooms.
- Represent the interests of the department, attending meetings and preparing reports as required.
- Ensure the Department's health and safety assessments are in line with School policy.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION – HEAD OF DEPARTMENT

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Qualified teacher status.• Degree in subject area of responsibility	<ul style="list-style-type: none">• Accredited or certificated further CPD or training• Higher Degree

Experience

Essential	Desirable
<ul style="list-style-type: none">• Have met the Teacher Standards and continue to meet them.• Evidence of being able to lead, manage and be responsible for initiatives/ developments.• Evidence of taking responsibility for own professional development.• Evidence of good teaching skills, leading to consistently high standards of achievement.• Evidence of leading high quality extra-curricular activities.• Experience of teaching across all Key Stages.• Knowledge of current developments in teaching and learning.• Evidence of working with other professionals as part of a team.	<ul style="list-style-type: none">• Successful experience in raising student achievement and adding value.• Experience of teaching a second subject.• Experience of using ICT for subject development.• Experience of personal involvement in the wider curriculum.

Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none">• Lead, develop and enhance the department team.• Develop a broad and imaginative range of teaching skills.• High-level communication and presentation skills applicable to a range of audiences.• Think creatively and imaginatively to solve challenges.• Make effective use of assessment for learning in the classroom.• Analyse information and data to raise achievement.• Develop, monitor and evaluate an action/ improvement plan.• Able to model high quality performance skills.	<ul style="list-style-type: none">• Ability to anticipate problems and identify opportunities.• Ability to manage resources and work within a budget.• Effective coaching/ mentoring skills



Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">• Enthusiasm for the subject and a desire to communicate that to others.• Commitment to running and leading extra curricular activities, where appropriate.• Commitment to the highest standards of child protection.• Enjoy working with young people.• Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.• Ability to prioritise, plan and organise own work and that of students.• Effective interpersonal skills.• Self-motivated and a desire to achieve the highest possible standards.	<ul style="list-style-type: none">• Involvement in creative and innovative teaching developments.• Willingness to take on delegated responsibility.• Ability to build on the experience, advice and contribution of others.



Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Time off for celebration of close family events e.g, child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.

Job Satisfaction and Progression

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

Early Careers Teachers' programme

We have a programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions and NQT support network.

Continuous Professional Development

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.

Wide range of educational visits and extra-curricular activities

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold



- World Challenge trips
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- Cost of living pay rise approved each year to date
- Performance Related Pay outcomes funded

Part of a growing Multi Academy Trust

- Opportunity to work across different education phases with the Multi-Academy Trust.

Other Benefits include:

- For staff employed at HWS, priority admission for children of all permanent postholders after 2 years' service, or upon commencement for designated roles, identified at time of recruitment advert.
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Access to Teacher Perks (www.teacherperks.co.uk) offering great perks to staff in schools. The perks range from high street discounts to money off educational products and services from some great UK education suppliers.
- Reduced rates at local service providers.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Jo Rogers on 020 8398 7161 or via email hr@hinchleywoodschool.co.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

