

Helena Romanes School



HEAD OF MATHEMATICS



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School Information

Helena Romanes School is a mixed state all through school catering for students from ages 4 through to 18. Set in leafy Great Dunmow, the school prides itself on being a school for the community whilst providing students with a broad range of enriching experiences to prepare them for their future lives. We value every aspect of our students, not just their academic success, and foremost of our values is kindness. In whatever capacity you join our school, as teacher, parent, student or support staff, you will be joining a friendly and inclusive community where your individuality is valued.

Students can join us at any stage of the journey. The primary phase opened in 2021 and currently consists of years R-5, with plans to expand to a two-form entry in 2025. Staff with a child in the primary school benefit from a 50% discount in wraparound care fees and the knowledge that their child is learning happily nearby.

Students in KS3 benefit from a broad range of subjects which include the core subjects of English, Maths and Science (double and triple award is offered), as well as a number of humanities subjects, including Religious Studies, History, Geography and Classical Civilisation. In addition there are numerous practical subjects such as PE, Design and Technology (including Textiles and Timber), Music, Art and Drama. We have impressive facilities: a large sports hall, specialised dance studio, extensive playing fields and astro turf, as well as a large library and well-equipped performing arts facilities. At KS4, students typically opt for between nine and ten GCSE subjects.

Many students choose to remain with us to continue their learning as valued members of the 6th form. Although we have a dedicated 6th form teaching block (complete with Costa cafe), lessons also take place in the main school building. Most Sixth Formers take at least three A-levels and may choose the EPQ and other qualifications in addition.

Students of all ages benefit from the passion and dedication of their teachers who give so generously of their time to help our students. Departments frequently run trips and excursions to extend and enrich students' classroom learning, and many of our Year 13s go on to continue their learning at universities or further education establishments. Helena Romanes School is committed to educating the whole person, and to this end we run co-curricular activities such as Duke of Edinburgh and adventurous trips with companies like World Challenge: in 2025 some students and a few lucky staff members will be going to Cambodia.

Helena Romanes School is committed to developing not only its students but also its staff. We welcome Early Careers Teachers and have a number of experienced mentors on our

staff. ECTs and their mentors work with our Appropriate Body - Saffron Teaching School Hub - and receive in-house training as well as the statutory entitlements during their induction period. The senior leaders of Helena Romanes prioritise staff wellbeing; staff training and social events are organised with this in mind.

Benefits from working at Helena Romanes School include:

- The school is a popular and successful all through comprehensive situated in the beautiful North Essex countryside with good communication links to London and the South East and is approximately 7 miles from Stansted Airport.
- The school is currently located adjacent to the town's leisure centre and we have ample on-site parking.
- We are proud to offer our staff a 50% discount on wraparound care for their children in the primary school, helping to support work-life balance. This benefit provides significant savings on before and after school care for children, ensuring that our team can feel confident and supported both at work and at home.
- Members of staff benefit from an Employee Assistance Programme delivered through Education Support.

This is an exciting time to join the school:

- It is confirmed that Bowmer & Kirkland will commence our new school building shortly, funded by the Department for Education. This building will be to the highest specification with brand new equipment and a fully resourced technology area. The school is set to open to the primary phase in 2026 and the secondary and sixth form phase shortly after.
- Helena Romanes has made excellent progress with the support of Saffron Academy Trust towards being judged by Ofsted as a Good school (Oct 2023). Working with the talented senior leadership team that is in place across all phases of the school, and drawing on the commitment from staff to provide the best possible outcomes for the pupils.

Start Date: September 2026

Salary: MPS/UPS plus TLR

Contract Type: Full Time/Part Time

Closing Date: 30th January 2026

Interview Date: TBC

Maths at Helena Romanes School

This is an exciting opportunity for an enthusiastic and motivated individual to join our successful Maths department, as part of a friendly and hardworking team.

In addition to Key Stage 3 and 4, we currently offer Maths A Level, Further Maths A Level and Core Maths: Quantitative Reasoning at Key Stage 5.



Successful candidate profile:

- **Curriculum Architect:** Possesses a clear, ambitious vision for what a high-quality, modern Mathematics curriculum should look like.
- **Strategic Thinker:** Demonstrates the ability to analyse long-term attainment data, identify systemic issues, and devise actionable, measurable improvement plans.
- **Exceptional Coach:** Is a skilled mentor who can observe lessons, provide focused feedback, and lead meaningful professional development that tangibly improves teacher practice.
- **Culture Builder:** Fosters a departmental culture characterised by intellectual curiosity, shared ownership, and high expectations for both students and staff.
- **Passionate:** Displays genuine enthusiasm for the subject and the ability to articulate the beauty and power of mathematics to all stakeholders.
- **Resilient and Proactive:** Approaches challenges with energy and determination, proactively seeking solutions and adapting strategies to meet evolving school needs.
- **Communication:** Communicates complex ideas clearly and effectively, whether leading a staff meeting, presenting to parents, or explaining a difficult concept to a student.

Job Description

1. INTRODUCTION

1.1 Job Title: Head of Mathematics

1.2 Job Purpose:

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Lead, manage, and develop the Maths department, ensuring the highest standards of teaching, learning, and student achievement.
- Raise standards of student attainment and progress across the Department and Trust.
- Ensure a broad, balanced, and inclusive curriculum that aligns with the school's values and policies.
- Monitor, support and be accountable for students' progress and development across the Department and Trust
- Be accountable for leading, managing and developing the Department.
- Manage effectively and deploy teaching/support staff, and other financial and physical resources within the Department.
- Enhance the teaching practice of colleagues through effective professional development and mentoring.

1.3 Line Management:

- Report to: Assistant Headteacher.
- Responsible for: Maths teaching staff and support staff within the department.

1.4 Liaising with:

- Headteacher, Senior Leadership Team, Heads of Department/Subject, Student Support Services, relevant support staff, external agencies and parents.

1.5 Working Time:

- Full time/part - time as specified within the STPCD.

1.6 DBS Disclosure Level:

- Enhanced.

2. TEACHING

- 2.1 Deliver outstanding teaching and learning in Maths in accordance with the national curriculum and school policies.
- 2.2 Promote high expectations for all students, ensuring lessons are engaging and inclusive.
- 2.3 Use data and assessment effectively to monitor student progress, identifying and addressing gaps in learning.
- 2.4 Foster a positive learning environment that promotes student leadership, teamwork, and well-being.

3. STRATEGIC/OPERATIONAL PLANNING

- 3.1 Develop and implement a clear vision for Mathematics within the school, ensuring continuous improvement and innovation.
- 3.2 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- 3.3 Be responsible for the day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- 3.4 Monitor student progress and respond appropriately.
- 3.5 Implement school policies and procedures, e.g. equal opportunities, health and safety.
- 3.6 Work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 3.7 Lead and manage the planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, SDP/FIP and the aims and objectives of the school.
- 3.8 Ensure that the work in the curriculum area over all Key Stages fully reflects the school's distinctive ethos and mission.
- 3.9 Foster and oversee the application of IT in the Department.
- 3.10 Ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, liaising with the school's Health and Safety Manager.
- 3.11 Contribute to the school's strategic planning and improvement processes.
- 3.12 Ensure effective deployment of staff and resources to maximise student outcomes.

4. CURRICULUM PROVISION

- 4.1 Liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the School Improvement Plan.
- 4.2 Be accountable for the development and delivery of the Mathematics curriculum.

5. CURRICULUM DEVELOPMENT

- 5.1 Design and implement an engaging, high-quality Mathematics curriculum that supports fluency and problem solving and application that has depth and rigour.
- 5.2 Ensure the curriculum aligns with national developments and best practices in Mathematics education.

- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the Deputy Head to maintain accreditation with the relevant examination and validating bodies.
- 5.6 Ensure that the development of Mathematics is in line with national developments.
- 5.7 Promote inclusive participation in Mathematics, catering to students of all abilities.

6. STAFFING

- 6.1 Work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue own professional development as agreed with the SLT.
- 6.3 Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Department.
- 6.4 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Department.
- 6.5 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6.6 Foster a culture of teamwork, collaboration, and continuous improvement within the department.
- 6.7 Participate in the school's ITT programme.
- 6.8 Be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.

7. QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Establish the process of the setting of targets within the Department and to work towards their achievement.
- 7.3 Establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- 7.4 Contribute to the school procedures for lesson observation.
- 7.5 Implement school quality procedures and to ensure adherence to those within the Department.
- 7.6 Monitor and evaluate the Department in line with agreed school procedures including evaluation against quality standards and performance criteria.

- 7.7 Seek/implement modification and improvement where required.
- 7.8 Ensure that the Department's quality procedures meet the requirements of self-evaluation and the Strategic Plan.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the Department on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.
- 8.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the Department.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the relevant SLT member, manage the Department's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the Department's performance and development.

9. EXTRA-CURRICULAR & COMMUNITY ENGAGEMENT

- 9.1 Lead and develop a diverse extracurricular Mathematics program.
- 9.2 Promote engagement in local and national competitions, fostering a culture of excellence and participation.
- 9.3 Build positive partnerships with external organisations and governing bodies to enhance student opportunities.

10. HEALTH, SAFETY & WELL-BEING

- 10.1 Ensure all Mathematics activities comply with health and safety policies, risk assessments, and safeguarding protocols.
- 10.2 Promote the importance of Mathematics literacy across the school community.
- 10.3 Work closely with pastoral teams to support students' holistic development and well-being.

11. COMMUNICATIONS AND LIAISON

- 11.1 Ensure that all members of the Department are familiar with its aims and objectives.
- 11.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 11.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- 11.4 Represent the Department's views and interests.

- 11.5 Contribute to the planning and delivery of school liaison activities.
- 11.6 Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 11.7 Promote actively the development of effective subject links with external agencies.

12. MANAGEMENT OF RESOURCES

- 12.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 12.2 Work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

13. PASTORAL SYSTEM

- 13.1 Monitor and support the overall progress and development of students within the Department.
- 13.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 13.3 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 13.4 Ensure the behaviour management system is implemented in the Department so that effective learning can take place.

14. SCHOOL ETHOS

- 14.1 Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example.
- 14.2 Promote the school's corporate policies.
- 14.3 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

15. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Helena Romanes School

Person Specification: Head of Mathematics

Category	Essential	Desirable	Evidence
Qualifications			
Qualified to teach and work in the UK	✓		Application Interview References
Ability to teach ages 11-16	✓		
Ability to teach Post 16	✓		
Good relevant degree	✓		
Experience, Knowledge & Understanding			
Experience of raising and supporting students' progress	✓		Application Interview References
Evidence of continually improving own teaching and learning	✓		
Up to date knowledge in the subject area	✓		
Good knowledge of pedagogy	✓		
Able to use ICT as a vehicle for effective learning and teaching	✓		
Understanding of the strategies needed to establish consistently high aspirations, outcomes and behaviour	✓		
Experience of leading a curriculum team		✓	
Data analysis and target setting	✓		
Proven record of raising standards at all ability levels	✓		
Experience of working with other schools / organisations / agencies		✓	
Experience of leading INSET		✓	
Mentoring & Coaching Staff		✓	
Involved in the performance management of others		✓	
Personal Qualities			
A willingness to lead development of policies and practices and promote collective responsibility for their implementation	✓		Application Interview References
High expectations for accountability and consistency	✓		
Resilience, motivation and commitment to driving up standards of achievement	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		

Commitment to regular and on-going professional development and training to establish outstanding classroom practice	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work effectively alone and as a part of a team	✓		
Develop positive relationships and act as a role model to staff and students	✓		
High levels of honesty and integrity	✓		
The ambition to develop each child to his or her maximum potential	✓		
Understanding of the leadership role in the spiritual development of pupils and staff		✓	
Other			
The post holder will be subject to an Enhanced Disclosure and Barring Service (DBS) check	✓		Application Interview References
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		

How to Apply:

To apply for the position, please submit a letter of application, no longer than two sides of A4, outlining why you are a suitable candidate for the role, and an application form, which can be found on our website, to our HR Officer Eleanor Ball via email eball@hrs.education

The Governing Body is committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment. This post is subject to an enhanced DBS check and satisfactory references.

The school reserves the right to interview candidates before the published closing date.

Visits to the school to meet with our students and staff are welcomed. Please contact Elle Ball, HR Officer to arrange a convenient appointment or to answer any questions that you may have.
eball@hrseducation.co.uk

All applications must be made using our application form. Please visit www.helena-romanes.essex.sch.uk for more information and an application form.

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