



# MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL  
Tel: 020 8238 8180

*Aiming Higher – Promoting Harmony – Achieving Excellence*



## **Leader of Key Stage 3 Mathematics (+TLR 2A - £3, 214)**

### **Candidate Information Pack**



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## Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Leader of Key Stage 3 Mathematics.

We are looking for an enthusiastic and innovative aspiring leader of Mathematics. The successful candidate will have a strong academic background and be an excellent classroom practitioner who is capable of inspiring and motivating students and who can confidently teach Mathematics at GCSE and A level. We require an individual who can add strength to our very successful team, with a creative approach to developing the Key Stage 3 curriculum, excellent relationships with colleagues and a collaborative way of working. You would work alongside the Head of Department and other leaders within the Department to move the curriculum forward. An ability to teach Further Mathematics at A level would be an advantage but is not essential. We would be particularly interested in meeting a candidate who is keen to upskill in this area.

All students study Mathematics at GCSE. We currently have over 200 students studying Mathematics or Further Mathematics at A level, in 12 sets. A number of students apply to Oxbridge each year to study Mathematics or related subjects. The Mathematics team comprises 13 specialist teachers, and the Department is housed both in a new purpose-built block, and in the centre of the main building. The Department is outward-facing, with a history of collaboration with other schools, Mathematics Hubs, universities and events such as the Olympiad and Maths Challenge. In addition, staff have run Robotics Clubs, Chess Clubs and other enrichment activities. Post-Covid, we are re-establishing opportunities in collaboration with external agencies and would expect you to encourage all the enrichment experiences that we offer to the students.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. The School subscribes to an Employee Assistance Programme which is free to all staff, as well as Gym Flex, which offers reduced price gym membership. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton  
Headteacher

Leader of Key Stage 3 Mathematics



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<b>Title of Post:</b>	<b>LEADER OF KS3 MATHEMETICS</b>
<b>Salary:</b>	Main Scale or UPS +TLR 2A (currently £3, 214)
<b>Commencement:</b>	January 2025 or Earlier <b>(A July start is available for a trainee teacher who will begin their ECT programme in September)</b>
<b>Contract:</b>	Full time/Part time – Permanent

If you would like an informal conversation about this post by telephone or would like to visit the school, please email your request to the headteachers PA, Amanda Leonard at [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk) or alternatively to apply for this post please email your completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk)

**Closing Date: 9am, Monday 8<sup>th</sup> July 2024**

Mill Hill County High School is an Equal Opportunities Employer.  
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

**We reserve the right to appoint a suitable candidate prior to the deadline.**

[HOW TO FIND US](#)





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## JOB DESCRIPTION

**TITLE OF POST:** TEACHER OF MATHEMATICS

**Salary:** MPS or UPS +TLR2A

**Commencement:** January 2025 or Earlier

**Purpose:** To inspire young people through the expert teaching of Mathematics across the ability and age range from 11-18, developing their skills and knowledge in all aspects of the subject and supporting their academic and personal progress within the values of Aiming Higher, Promoting Harmony & Achieving Excellence

**Reporting to:** Head of Mathematics/SLT Link

### RESPONSIBILITIES:

- To plan, deliver and assess appropriate lessons which ensure that the potential of all students is fulfilled.
- To contribute positively and accept delegation, with department colleagues, to the production, implementation and evaluation of department Schemes of Work and resources.
- To encourage students by regular marking, advising constructively by using targets and giving appropriate praise.
- To be aware of individual students' needs, whether they are academic or social, and liaise with Support Staff when necessary.
- To perform the role of Form Tutor and deliver Personal Social and Health Education.
- To monitor assessment through use of data and target setting, and to maintain records of assessments of the students and levels of attainment as laid out in the National Curriculum, where appropriate.
- To ensure equality of students regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity.
- To follow the ethos of the School and the Department by promoting high standards of all students and maintaining high expectations both in and out of lessons.
- To provide a positive environment where effective teaching and learning can take place and create opportunities for students to develop wider skills for later life.
- To communicate effectively and be willing to develop and share good practice with colleagues, in meetings and through lesson observations.
- To be committed to the demands of a high achieving school, both in the classroom and beyond.
- To remain familiar with national and local initiatives within the subject area and focus on own professional development to the benefit of students.

### TEACHING & LEARNING – In addition to the above, support the Head of Department to:

- develop policies for the subject which reflect the School's commitment to high achievement, effective teaching and learning;
- establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject;
- monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this to guide further improvement;



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- establish provision of structured schemes of work, ensure curriculum coverage, continuity and progression in the subject for all students;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different students;
- establish, and implement, clear policies and practices for assessing, recording and reporting on students' achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement;
- evaluate progress and achievement in the subject by all students;
- systematically monitor the quality of teaching through observation of lessons and adherence to the School's monitoring systems, and take action to improve further the quality of teaching through professional debate based on good practice;

## MANAGEMENT OF RESOURCES

- establish resource needs for the subject and advise Head of Department of likely priorities for expenditure;
- manage available resources to meet the objectives of school and subject plans;
- provide support to departmental staff on implementation of whole school policies relating to the teaching environment and health and safety.
- Source, promote and support the delivery of enrichment opportunities for students of Computer Science

## COMMUNICATIONS

- establish and maintain lines of good communication within the Department and with other staff, students, parents, Governors and appropriate outside agencies.

## SAFEGUARDING

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

## EQUALITIES

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for all to achieve.

## ADDITIONAL INFORMATION

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.



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