



HINCHLEY WOOD  
LEARNING PARTNERSHIP



# Application Pack

## Teacher of Mathematics – Maternity Cover

To join us in April 2024



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

Thames Ditton Junior School – 3 form entry, Year 3 to Year 6  
Headteacher – Mr Matthew Lewis



November 2023

Dear Applicant

**Re: Teacher of Mathematics – Maternity Cover  
Fixed Term Contract – Up to 12 Months  
To commence April 2024**

We are looking to appoint a Teacher of Mathematics to join our strong and thriving Mathematics team who, year on year, celebrate outstanding results. The successful candidate will teach across the age and ability range in our 11-18 co-educational school. You would be joining a supportive, collaborative, 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 and achieve well.

We are looking for someone on a fixed term basis to cover a period of maternity leave from Easter 2024. There is the potential for this opportunity to become permanent. We would welcome 0.8FTE or full time applications.

**Hinchley Wood School:**

Hinchley Wood School is an inclusive and high achieving school on the borders of SW London. Oversubscribed each year, we have 1,355 students on roll including 253 in our Sixth Form. We are extremely proud of our students' academic achievements but we also celebrate student progress and development in all areas and we enjoy outstanding sporting and creative achievements.

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. Our Progress 8 figure has been significantly positive: +0.87 in 2023 and 2022, +1.0 in 2021 and 2020 and +0.74 in 2019.

**Ofsted Report:**

We are proud to report that in October 2023, Hinchley Wood School was graded by Ofsted as 'Outstanding' in all areas. You can click on the link below to read the official Ofsted report or the link below to access our November Newsletter, which provides a more detailed summary of the feedback the school received.

[Ofsted Report – October 2023](#)

[Hinchley Wood School Newsletter – November 2023](#)

The Mathematics department was subject to a deep dive and Ofsted were very complimentary of the department saying that all teachers had rich subject knowledge, delivered with individual style, but with a common identity.

Examination results for Mathematics are well above national averages and are expected to continue on an upward trend. In summer 2023, 90% of the Year 11 cohort achieved Grade 4+ with 42% at grade 7+. Results in 2022 included 88% of students achieving A\* - C grades with 59% of them gaining an A\* - A for Mathematics. More department information can be found on Page 7 and 8.



We take staff and student wellbeing seriously and have invested time and money in ensuring that all members of our school feel supported and happy. The Ofsted report stated that "Professional development is entirely focused on the individual needs of staff".

**Testimony from a recent joiner to the Mathematics team:**

*"Hinchley Wood has been a lovely place to join - the maths department are so supportive and welcoming. They're always there with an open door and a smile! It's been great working with such passionate teachers who are so willing to share their expertise. I've loved the staff wellbeing clubs that are run, and the variety of extra-curricular opportunities is amazing! It really feels like a community where staff and student are striving towards excellence together."*

If you are an outstanding, inspirational and talented teacher with a strong desire to help students of all abilities to achieve the best they can, whilst fulfilling your own potential, then we would be very pleased to hear from you.

As well as the opportunity to work in an Ofsted Outstanding school, we offer:

- A competitive salary (London Fringe Pay Scale);
- Professional development support and an extensive CPD programme;
- Two week Autumn half term and a minimum two week break over the Christmas period;
- Friday afternoon non-contact time;
- Interest free travel/relocation loan;
- On site gym and cycle to work scheme.

**Deadline for applications is: Monday 11<sup>th</sup> December (9am)**

**Interviews will take place the same week.**

We welcome early applications and we reserve the right to interview, and appoint prior to the application deadline if we believe that the right candidate has come forward so please do get your application in as soon as you make the decision that Hinchley Wood is the right place for you.

Visits to the school, prior to application, are encouraged and you will be warmly welcomed. Please get in touch by calling the HR department on 0208 398 7161 or via email: [hr@hinchleywoodschool.co.uk](mailto:hr@hinchleywoodschool.co.uk) Application packs are available from our website: <http://www.hinchleywoodschool.co.uk/243/vacancies>

We really look forward to hearing from you and meeting you very soon.

Yours faithfully

Lucy Macdonald  
Headteacher

Maria Cachia  
Headteacher

*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.*



## 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 October 2023 Ofsted judged the school to be Outstanding, highlighting the strong culture of learning as a key strength:

***“There is a strong learning culture across the school. Pupils develop a deep body of knowledge. This is reflected in external examination results, which are consistently well above the national average.”***  
***(Ofsted, October 2023)***

In Summer 2023, 86% of pupils achieved 5 or more GCSE level grade 4 or above, 85% of students achieved 5 or more GCSEs including at Grade 4 or above in English & Maths. 88% of students achieved at least a Grade 4 in English and Maths. 89% of all grades were Grade 4 or above (68% nationally). 37% of all GCSE grades achieved were grades 7 to 9. 22% of all grades were Grade 8 or 9, and includes 155 Grade 9s, which is 9% of all grades.

The superb A Level results are to be celebrated made even more remarkable given that the DfE and Ofqual wanted a return to pre-pandemic grades meaning grades were expected to be lower than previous years and similar to grades in 2019. 36% of all A-level grades achieved are at A/A\* - matching the 2019 record. 45 A\* grades (10% of all entries) – beating the 26 A\* grades in 2019. 70% of all grades achieved are at A\*-B – matching the 2019 record and 88% of all grades achieved are at A\*-C. 99.6% of grades were A – E and overall average point score per entry was 39.9%, equivalent to a Grade B.

Rebecca Wiscombe, Head of Sixth Form said, *“We are incredibly proud of our students, who have really impressed us with their work ethic in what has been a very challenging few years of their education.”*

Pupils embrace the school's values of determination, independence, enthusiasm, confidence and consideration. The curriculum extends beyond the academic and actively fosters pupils' personal development. Leaders have ensured that all pupils have access to a wide-ranging and rich set of experiences. The school has high expectations and, as a result, pupils achieve highly.



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.

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 nightclubs. 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:

Our mission is to continually improve the educational outcomes and life chances of our learners – our moral purpose for all pupils in the HWLP community.

*...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 and Values

To inspire all HWLP learners to understand, appreciate, learn and embrace the five Hinchley Wood Secondary School Values becoming confident, considerate, determined, enthusiastic and independent learners in order to take on the challenges of an ever competitive and changing world.

### 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



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## 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.



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## Department Information

Mathematics at Hinchley Wood School is a strong and thriving department, staffed by highly qualified, professional and caring teachers. As Ofsted stated the department has “Rich subject knowledge, delivered with individual style but common identity.”

Examination results at all levels are well above national averages and are expected to continue on an upward trend. In summer 2023, 90% of the Year 11 cohort achieved Grade 4+ with 42% at grade 7+.

Mathematics is very popular at A-Level where the Edexcel Examining Board provides a specification proven to be 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 2023 included 88% of students achieving A\*-C grades with 59% 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 uses 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, 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. The Ofsted inspector commented particularly on the fact that there was genuine enjoyment from the students to study and learn Maths.

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 91% 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	2023	2022	2021	2020	2019	2019 National average
<b>9</b>	12%	16%	14%	13%	12%	<b>3%</b>
<b>7+</b>	42%	46%	52%	53%	48%	<b>17%</b>
<b>4+</b>	91%	94%	95%	94%	93%	<b>61%</b>

## Key Stage 5

The results in the Sixth Form are well above the national average; we offer Maths and Further Maths.

Results from 2023:

Maths			Further Maths		
Grade	2023	National Average	Grade	2023	National Average
<b>A*-A</b>	<b>59%</b>	<b>42%</b>	<b>A*-A</b>	<b>75%</b>	<b>58%</b>
<b>A*-C</b>	<b>88%</b>	<b>76%</b>	<b>A*-C</b>	<b>100%</b>	<b>87%</b>

## Maths Team 2023/24

Mrs Louise Stamp	Head of Mathematics
Mr Joel Davies	Mathematics / Whole School Timetable
Mrs Naomi Berry	Mathematics / KS5 Coordinator
Miss Sophie Vallance	Mathematics
Mr Tony Cox	Mathematics / KS4 Coordinator
Mrs Anya Creed	Mathematics/ Head of Learning
Miss Tara Hegarty	Mathematics
Mr Graeme Morphew	Mathematics / Economics
Mr Tom Lloyd	Mathematics/KS3 Coordinator
Mr Steve Williams	Mathematics
Dr Priscilla Lim	Mathematics/Economics
Mr Divyan Desai	Mathematics



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## **JOB DESCRIPTION - TEACHER**

**Line of Responsibility:** The teacher is directly responsible to the head of department on curriculum matters and the head of learning for pastoral issues.

**Salary:** The post holder will be paid on the appropriate point of the Teacher's Pay Scale.

At the heart of a successful school is the provision of high quality teaching and tutoring, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and well-being. A teacher/tutor plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and tutor teams and by delivering high standards of teaching and learning and personal care.

### **Job Purpose**

To teach and tutor students across the full age and ability range in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon, as appropriate:

- Teacher Standards
- Induction Standards
- Threshold Standards

**All teachers are expected to:**

### **Teaching**

- Consistently plan and deliver good lessons taking account of students' prior learning and needs.
- Provide a stimulating classroom/learning environment.
- Work closely with Learning Support Assistants, the Learning Support Department and the Achievement Co-ordinator to meet the needs of different groups of learners in particular SEN students and those who have been identified as potential high attainers (PHA).
- Use a wide range of resources, including ICT, to good effect.
- Provide intervention for under-performing students.

### **Assessment**

- Give timely, positive, helpful feedback to students.
- Understand and utilise the principles behind Assessment for Learning.
- Complete reports to a high standard and within the specified deadline.
- Regularly assess and mark students' work in line with the school and departmental guidelines.

### **Tutoring**

- Actively monitor student's progress and provide support where needed.
- Encourage students' self-development and personal expression through PSHE and tutor time sessions.
- Complete relevant tasks to a high standard, including taking of the register and completion of absence returns.

**Professional development and wider contribution to the school community**



- Proactively engage in continuous professional development to reflect on and improve your teaching repertoire.
- Contribute to working groups, policy development and initiatives where appropriate.
- Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
- Contribute to the life of the community, particularly by leading and contributing to extra-curricular activities.
- Attend parents' evenings and other meetings/workshops as appropriate.

#### **General well-being /safeguarding**

- Adhere to the school code of conduct.
- Promote the safety and well-being of students.
- Register, start lessons and tutor periods on time and purposefully engage students for the duration of the period.
- Commit to safeguarding and promoting the welfare of children and young people.

#### **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 to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.



## PERSON SPECIFICATION - TEACHER

### Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>Qualified teacher status</li></ul>	<ul style="list-style-type: none"><li>Commitment to continuing professional development</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>Have met the Teacher Standards and continue to meet them.</li><li>Have a secure knowledge and understanding of own subject/curriculum area.</li><li>Evidence of taking responsibility for own professional development.</li><li>Evidence of good teaching skills, leading to consistently high standards of achievement.</li><li>Knowledge of current developments in teaching and learning.</li></ul>	<ul style="list-style-type: none"><li>Experience of teaching a second subject.</li><li>Experience of using ICT for subject development.</li><li>Understanding Experience of personal involvement in the wider curriculum.</li><li>Evidence of leading high quality extra-curricular activities.</li><li>Evidence of working with other professionals as part of a team. Experience of teaching across all Key Stages.</li></ul>

### Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none"><li>Develop a broad and imaginative range of teaching skills.</li><li>High-level communication and presentation skills applicable to a range of audiences.</li><li>Think creatively and imaginatively to solve challenges.</li><li>Make effective use of assessment for learning in the classroom.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of how to use and adapt a range of teaching, learning and behaviour management strategies including how to personalise learning to provide opportunities for all learners to achieve their potential.</li></ul>

### Personal Attributes

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



## 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:

- Parking on site.
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- One day of paid leave each academic year, taken as a 'Personal Business' day.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- 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.
- A paid day off each year to deal with personal matters or to support an exceptional event ('A Personal Business Day').
- 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.

### **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 are encouraged to get involved in extracurricular clubs. These have included:

- Trips as part of curriculum enhancement e.g. 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 – 24 hour confidential advice service, 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 Pensions Scheme
- Cycle to Work salary sacrifice scheme.
- Occupational Health Support.
- Recognition of previous maintained school or Academy continuous service.
- Reduced rates at local service providers.
- Access to My Staff Shop ([www.mystaffshop.co.uk](http://www.mystaffshop.co.uk)) offering great local and nationwide discounts/savings to all staff across a wide variety of areas from retail and entertainment to holidays.



## 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](mailto: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](#)

