



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates** **Head of Maths**

Commence September 2022

Full-time / Permanent

Truro School, Trennick Lane, Truro, TR1 1TH

[www.truroschoo.com](http://www.truroschoo.com), [recruitment@truroschoo.com](mailto:recruitment@truroschoo.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

## A welcome from the Head



Welcome to Truro School!

We are very proud of this community and believe it offers something exciting and empowering to the families and staff who join us.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent<sup>1</sup>" co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website [www.truroschoo.com](http://www.truroschoo.com) and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in black ink that reads "Andy Johnson". The signature is written in a cursive, flowing style.

Andy Johnson (Head)

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<sup>1</sup> As judged by ISI in 2017 at both our Senior and Prep Schools

# The Role

The successful candidate will be an academically strong Mathematician with clear teaching pedagogy and a track record of excellence in the classroom. They will have an understanding of how to organise, support, resource, manage, and inspire a department. They will have experience of raising pupil achievement, and will relish the opportunity to model excellence in the teaching and leadership of Maths across Key Stages 3, 4 and 5.

The successful candidate will be joining and leading an enthusiastic, well-qualified and committed team of Mathematicians who are keen to share and develop their own classroom practice. They will be responsible for the progress of pupils taking Maths across Years 7 to 13. They will be confident in the use of academic data as a supportive tool to track and encourage pupil progress, and inform positive intervention in collaboration with colleagues, pupils and parents as appropriate. Academic leadership is at the core of this role, although the successful candidate will also be expected to value, support and contribute to the wider life of a thriving independent school.

## Job Description: Head of Maths

**RESPONSIBLE TO:** Deputy Head (Academic)

By example and by clear articulation of vision, guide the work of all subject teachers within the Department and lead and empower them to:

- Inspire a love of the subject in our pupils and encourage them to think beyond what is taught in the classroom; to become curious, motivated and independent learners.
- Assist and challenge our pupils to understand and fulfil their full ambitions in the subject.

In order to obtain this, the leader of an academic department will:

- Constantly strive to develop and better understand the subject and its ongoing development.
- Regularly evaluate and implement the most effective teaching strategies in order to maximise subject learning.
- Develop and inspire their team, with compassion and courage.
- Create a climate of continued professional development within the department, which enables their team to develop and maintain positive attitudes and confidence in their skills
- Guide and support new teachers in their professional development and needs.
- Encourage and monitor the development of staff progress and performance, through effective communication, accountability and support.
- Monitor pupil progress through effective tracking systems and targeting strategies for improvement and enrichment.
- Market the subject effectively within and beyond the school.
- Enrich the subject provision within the school.

### Meetings

- Meet annually with the Head and Deputy Head (Academic) to discuss public examination results and strategies planned to improve them.
- Meet regularly with the Deputy Head (Academic) or Head alongside fellow Heads of Department to share best practice and discuss departmental progress.

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- Meet regularly with the Department and hold minuted meetings discussing pupils, good classroom practice and operational business.

### **Monitoring**

- Update and maintain all procedural documentation pertaining to the effective management of the department and in preparation for inspection.
- Coordinate assessments across all year groups and scrutinise academic data in order to track and promote pupil progress.
- Be active in pursuing any pupil whose work or behaviour is giving any subject teacher cause for concern.
- Conduct learning walks and work scrutiny to monitor, identify, and share good practice at Department meetings.

### **Enrichment**

- Ensure opportunities for pupil enrichment and extension are readily available across all year groups.
- Ensure enjoyable and stimulating co-curricular activities for the subject, including trips and visits, and associated clubs.

### **Staff Development**

- Inspire and support the continued personal and professional development of their team.
- Co-ordinate high quality development opportunities within and beyond their department, drawing on other sources of expertise as necessary.

### **Subject Development**

- Foster and supervise the development of the subject at all levels at which it is taught; work with subject teachers, as necessary, in developing guidelines, syllabuses and schemes of learning and assessment.
- Keep abreast of all relevant developments in external examinations and National Curriculum syllabuses; be fully attuned to new developments in the subject, in particular as to how they may affect the teaching and learning of it in the School.

### **Academic strategy**

- To feed-in to whole school academic strategy decisions through the Heads of Department meetings and through the Senior Leadership Team, as required.

### **Marketing**

- Prepare for Open Day events and, as a marketable asset of the school, ensure displays are current, innovative and kept tidy.
- Market your subject as appropriate at various School events.

### **Planning**

- Use the School Strategic Plan and annual Action Plan targets to generate annual department development plans outlining targets and priorities for the department.
- Use the development plan to apply prudent financial planning.

## PROFESSIONAL ATTRIBUTES

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgment, patience, integrity and honesty, self-awareness.

## PERSON SPECIFICATION

**The following Experience and Skills are Essential:**

- A relevant degree and associated strong academic background.
- An experienced teacher of GCSE and/or A Level with proven excellence in the classroom.
- Commitment to curriculum development.
- Commitment to personal Continuous Professional Learning (CPL) and the professional review and CPL of teaching and support staff.
- Excellent communication, organisational and planning skills.
- Commitment to serving the academic and wider needs (spiritual, pastoral, moral and co-curricular) of pupils.
- Commitment to the school's ethos and values, and to the promotion and modelling of behaviours associated with that ethos and those values in others.
- Willingness to contribute to the busy life of a leading independent school.
- A good sense of humour and willingness to become an active member of the staff team.
- Ability to empathise with the feelings of others and willingness to adapt to the needs of colleagues and students.
- Ability to adapt to situations whilst remaining calm and positive.
- Maintain good relationships with pupils and exercise appropriate authority.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- An empathy and understanding of Independent Schools.
- Understanding and support for the School's Methodist tradition.

**The following Experience and Skills are Desirable:**

- Experience of motivating and coaching other teachers to improve their practice.
- Further education in Maths, a related discipline or in Education.
- A teaching qualification.
- Relevant examiner experience.
- Full driving licence.

*Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check. We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.*

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# The Department

The department consists of nine members of specialist teaching staff with some assistance from others as necessary.

The number of students studying Maths in the Sixth Form is high and we enjoy excellent exam results at IGCSE and A-Level including Further Maths. All staff are expected to teach the full age and ability range up to A-Level, where the ability to cover all applied topics is an advantage.

The department is renowned as a friendly and cohesive unit that works well together and is noted for the sharing of best practice and the use of technology in lessons. Schemes of work are jointly agreed, and everyone contributes to the setting of regular assessments.

Staff meet regularly to discuss procedural matters and collaborate on teaching and learning strategies; all contribute generously of their time to a thriving daily Maths Clinic, which offers help to students on a 'drop in' basis.

## Department Facilities

There are eight dedicated maths classrooms spread around the site and most maths lessons will take place in one of these. Each classroom is furnished with an interactive whiteboard, a visualiser and a computer loaded with specialist software including calculator emulators.

## Curriculum

We currently use Edexcel for IGCSE and A-Level/Further Maths. At IGCSE most students are prepared for the Higher Tier, though an increasing number will sit the Foundation Tier ultimately. We also have about 40 students each year sitting the AQA L2 Further Maths in the 5<sup>th</sup> Year and some Sixth Formers will sit AQA L3 Mathematical Studies.

## Exam Results

The moving average for the last four years of external exams of 9/8/7 (A\*/A) at iGCSE is 60%, at A-Level it is 50% for A\*/A with 63% at Further Maths.

## Enrichment/Co-Curriculum Activities

Students are not accelerated through the curriculum and we have developed our own scheme of work at KS3 with numerous opportunities for enrichment activities and scope to stretch the able. Large numbers of students are entered for the UKMT Maths Challenges and a number go on to sit later rounds including the BMO. We successfully enter teams for the regional Team Maths Challenges and run our own inter-house Maths Challenges based on the UKMT model.

# Truro School

## Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

## Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

Two thirds of GCSE and iGCSE grades in 2021 awarded were 9-7 (or A\*/A), with a 28% at grade 9.

In the same year, we were pleased to report 74% of A-Levels were graded A\*/A. Furthermore, 89% of all A-Level grades were graded at A\*-B, with a 100% pass rate.

Further information can be found here: [www.truroschoo.com/senior-school/academic/results](http://www.truroschoo.com/senior-school/academic/results)

## The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

## Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing

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to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

## Music

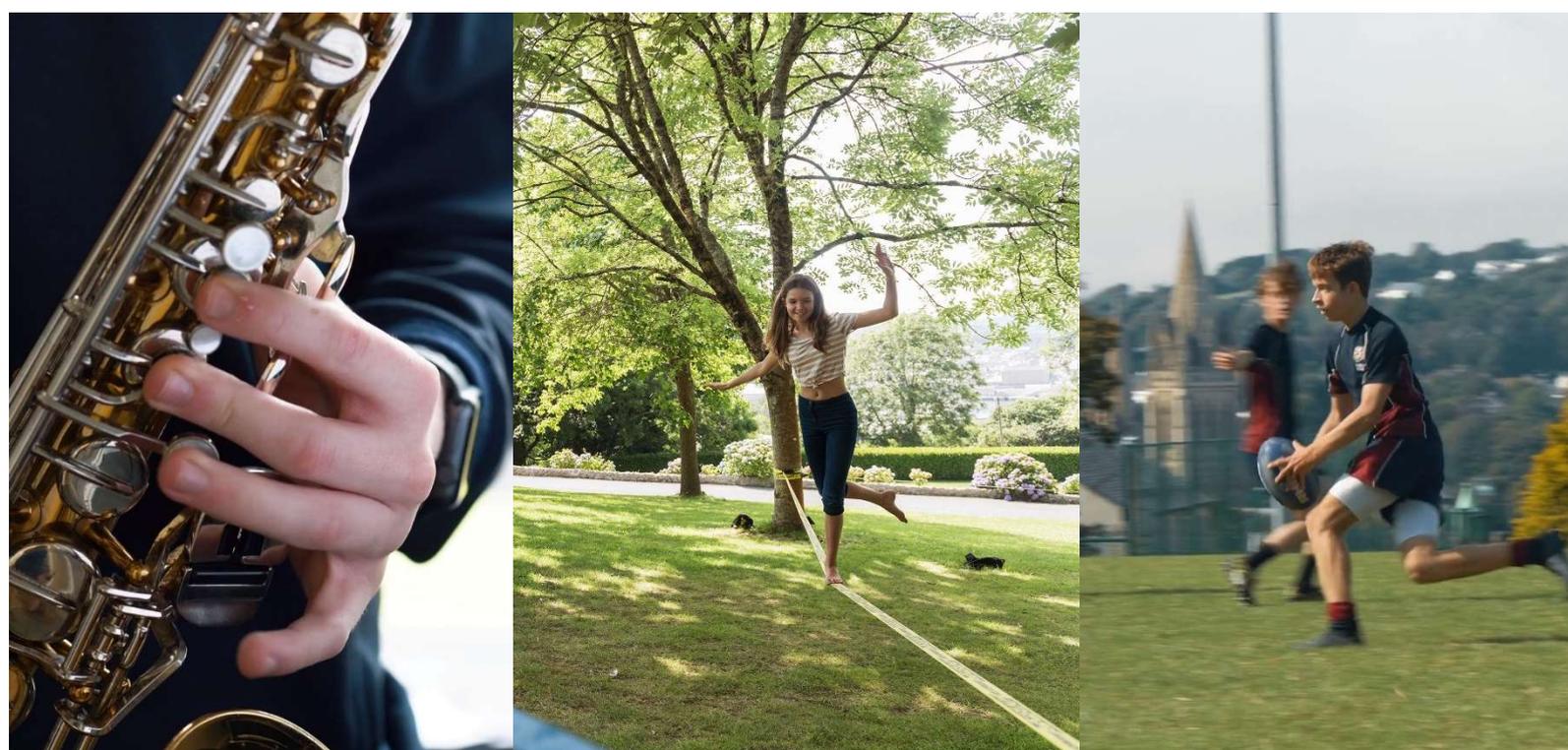
Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

## Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

## Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at [www.visitcornwall.com](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



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## TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Pension scheme
- Lunch provided
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of an espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Appointment Date

The appointment will commence September 2022. It is a permanent, full time role with a probationary period.

### Salary

This is a middle leadership role and is graded at ML3 on the Truro School teaching staff salary scales.

### Pension Scheme

The School has commenced the process of consulting staff on a proposal to withdraw the School from the TPS as of September 2022. In the event that the consultation results in a decision to withdraw the School from the TPS, the School would exercise its discretion under clause 10 in the employment contract to change the scheme available to you, and you would no longer be entitled to membership of the TPS from September 2022.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

### Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Acceptable self-disclosure form
3. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
4. Two satisfactory references
5. Evidence of qualifications held
6. Barred List check
7. TRA and section 128 check (if applicable)
8. Fitness to Work Questionnaire



## APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to [recruitment@truroschool.com](mailto:recruitment@truroschool.com) or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application forms in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as preparation and delivery of a lesson, a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

**We look forward to receiving your application.**

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