



CHELTENHAM COLLEGE

Second in Mathematics Department (Maths Teacher) Cheltenham College



If you would like any further information on the role, please feel free to contact the Head of Department, Dr Brendan Enright at b.enright@cheltenhamcollege.org

The closing date for applications is: **10am prompt on Tuesday, 19 April 22.**

Interviews: To be held in the week commencing 25 April 2022

Early applications are advised and we reserve the right to appoint before the closing date if we find a suitable candidate.

College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday school. With our focus on full boarding (80% of our pupils are boarders) we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via recruitment@cheltenhamcollege.org will be happy to help.

With best wishes

Nicola Huggett

Second in Mathematics Department (Maths Teacher) Senior School (13-18)

The Second in the Mathematics Department will be directly responsible to the Head of the Mathematics Department for the organisation and structure of teaching in Lower College (Third, Fourth and Fifth Form: NC Years 9, 10 and 11) up to GCSE.

Specific Responsibilities:

- Deputise for the Head of Department as required
- Contribute to the marking of Common Entrance
- Co-ordinate assessments, materials and exams for one of the year groups
- Set and mark 13+ and 14+ Entrance Exams as necessary
- Monitor the Additional Learning Needs of Lower College Pupils
- Maintain and manage Lower College text and exercise books
- Direct and encourage the active use of IT in the curriculum
- Maintain Lower College Schemes of Work and oversee their implementation
- Organise entries and participation in the Intermediate Mathematics Competitions
- Encourage co-curricular mathematics by running puzzle lessons
- Coordinate use of Dr Frost
- Responsible for any PGCE student in the Dept
- Responsible for the department pages on the College website and Twitter feed
- Along with the Head of Mathematics maintain and develop the department's resources and data on Office 365
- Run the year 5 and 6 Maths competition for local primaries and feeder schools
- PPD line manager for members of the department (when appropriate)
- Act as the link for any community projects including the current work with All Saints Academy and The Cheltenham Education Partnership
- Coordination of Compulsory Maths Clinics

Skills and characteristics

- Outstanding teaching skills
- Excellent administrative and organisational abilities
- Proactive

The Department

The Mathematics Department is conveniently sited in at the heart of the College campus and is central to the academic life of College. It comprises seven full-time and one part-time member of staff.

There are seven sets in the Third Form (Year 9), Fourth Form (Year 10) and Fifth forms (Years 11). Currently we follow the Edexcel IGCSE Syllabus. The curriculum is organised to permit detailed setting of pupils: as a result, over 60% achieve grade 7 or higher.

A Level Mathematics is a popular option and the department's results are consistently amongst the strongest at College. Over 70% of pupils achieved an A* or A grade at A Level, with around 30% gaining the A*. Of these, about one third also pursue Further Mathematics. For 2021-2022 the number of Mathematics sets increased to 5.

The Maths Society meets in the evening twice a term, and attracts an audience across the age range. The focus is on pupils giving presentations to their peers about mathematical topics, but external speakers are also invited.

Teaching

The successful candidate will be accountable to the Head of Department for the quality of their teaching. They will take responsibility for several classes across the age and ability range of the school, and expectations will include, but not be limited to, the following:

- Teach a slightly reduced timetable of their subject(s) across the ability and age range (approx. twenty-four, forty-minute lessons per week);
- Set and mark work, and provide regular written and verbal feedback to pupils in line with the College and Departmental policies;
- Create opportunities for pupils to develop academically and personally;
- Share resources, and share “best practice” with the rest of the department;
- Communicate with parents over pupil progress both at parents’ meetings and via email or telephone when appropriate;
- Monitor national and international curriculum developments and attend training as offered by the examination bodies;
- Take responsibility for an area of the College curriculum within the department and ensure that the scheme of work is up to date;
- Demonstrate an excellent subject knowledge, and show enthusiasm to learn themselves. They will also be expected to reflect on their own practice to allow personal development;
- Show evidence of, and have an interest in professional and personal development. There will be the scope to attend relevant training courses and conferences; and
- Participate in the College’s Performance and Professional Development (PPD) programme.

Supporting College Life

Teachers play a broad and proactive role in supporting the wider life of College. This includes delivering co-curricular activities based on balancing the teacher’s own interests and those of College pupils. All teachers play a key role in one of College’s eleven Houses where they support the House staff team and the rich boarding life of pupils in that House as well as performing general College duties.

The post holder will act as a pastoral tutor to specific tutor groups.

Chapel is central to College life reflecting its Christian foundation. On weekdays, all members of Common Room are expected to attend the brief morning service. Attendance on Sundays is not obligatory, but is encouraged.

Terms and Conditions:

- A full-time teacher has approximately 27 lessons per week of forty minutes and is expected to undertake duties and to play an appropriate part in the co-curricular life of the College. **The postholder can expect to teach a reduced timetable with a reduction of 3 periods per week.**
- The post attracts an ERA (Extra Responsibility Allowance) and one co-curricular tariff point.
- The College has its own salary scale.
- From 1 September 2022, College is entering a Phased Withdrawal agreement with the Teachers' Pension Scheme. Teachers joining from that date will be offered a generous Defined Contribution Pension scheme and a flexible benefits package which may be taken as additional salary. Further details will be made available to shortlisted candidates.
- Permanent members of staff are entitled to a substantial reduction in fees for their children.
- Members of staff may use the College sports facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden).
- Discounts and offers for College staff from local businesses and retailers.

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