



# Shipston High School

*High achieving - Student-centred*

## Head of Department: Mathematics

### Candidate Information Brief



SHIPSTON HIGH SCHOOL  
Darlingscote Road  
Shipston on Stour  
CV36 4DY  
(01608) 661833

[www.shipstonhigh.co.uk](http://www.shipstonhigh.co.uk)

## **Post of Head of Maths at Shipston High School**

Thank you for your interest in this post. Shipston High School is a fantastic place to work, and I very much hope that you will wish to apply for this exciting job opportunity. The post of Head of Maths is a full time permanent position, teaching all ages and abilities up to GCSE level.

The position carries a TLR in recognition of the management responsibility, and the school will consider an enhanced role and remuneration on the leadership scale for the right candidate.

Shipston High School has a unique school atmosphere, arising from our high expectations and our student-centred ethos. It is an ethos in which our teachers are able to focus on the wellbeing and academic progress of our young people. As a result, both students and teachers flourish. This post offers the successful candidate an exceptional opportunity for career development and will be of interest to ambitious and experienced teachers.

In our search for an outstanding practitioner we are seeking a teacher with a commitment to academic excellence and high standards. The successful applicant will have a good knowledge and understanding of the teaching of Maths at both Key Stage 3 and Key Stage 4 and will be able to demonstrate excellent pedagogy.

The mathematics department is highly successful. At GCSE in 2023, 73% gained 9 to 4 grades, with nearly 20% securing the top 9 to 7 grades. Students make excellent progress in the department. The department is at the forefront of implementing recent curriculum and assessment changes; they are an effective unit. The successful candidate will be joining a strong and supportive team, and will be able to work with an outstanding senior leadership team to further develop provision.

This is a hugely exciting time for the school. At this point of significant national change in education, we are highly ambitious for our students and we recognise that our staff are essential to their success. Examination results have shown impressive attainment in the last few years and, as a result, the school is regularly oversubscribed.

Our students are our best advertisement. They are motivated, hard working and well behaved. In July 2023, Ofsted noted that 'pupils are mature, polite and considerate of others', further observing that 'Pupils show positive attitudes towards learning'.

For an informal, confidential discussion about the post or to arrange a visit please contact the Headteacher's Secretary on 01608 661833 or at [cdaubney@shipstonhigh.co.uk](mailto:cdaubney@shipstonhigh.co.uk). Visits to the school are encouraged, and you will be most welcome. I wish you all the best with your application and very much look forward to hearing from you.

Yours sincerely,

Gavin Saunders

Headteacher

## INFORMATION ABOUT APPLYING FOR THE POST

**Please complete an application form and forward it by e-mail to Paul Hunt, Business Manager, at HAYS Recruitment: [shipstonhigh@hays.com](mailto:shipstonhigh@hays.com)**

Further information about the post and an application form are available from HAYS Recruitment and are also on the school's own website.

In your application please indicate (no more than 2 sides of A4) how you feel your experience to date has prepared you for this post and what strengths you feel you could offer the school. Please include specific examples of where your work has enhanced pupil progress.

Applications are welcome from suitably experienced teachers.

The closing date for applications is Wednesday 31<sup>st</sup> January 2024 with interviews planned for shortly afterwards.

## INFORMATION ABOUT THE MATHS DEPARTMENT

Mathematics has a high priority in the school which is reflected in the time allocated to them on the timetable. This is to ensure that our students have a vital foundation for future learning and are able to access the next steps in their education and careers.

The department itself consists of a lively, enterprising and supportive team. Currently there are five specialist teachers of mathematics in the school. One maths colleague also leads academic interventions across the curriculum.

The department's accommodation is excellent. The team utilise specialist classrooms in a contemporary teaching block, opened in September 2015. The rooms are equipped with the latest interactive technology and have access to further computers. The department is well-resourced and there are strong links between mathematics and other subjects.

The department is always keen to try new resources and pedagogical ideas, constantly striving to improve the quality of curriculum and learning experience the pupils at Shipston High receive. The department shares ideas and resources regularly and understands the importance of team planning.

Academically, the department has a strong track record of examination success. The department has been increasingly successful in raising standards in mathematics by reviewing its own classroom practice and by accessing good practice from elsewhere. The department's results in the external exams of 2023 were strong, demonstrating the energy, commitment and expertise of the team. 73% of pupils gained at least a grade 4 in 2023; progress for many students was exceptional.

Mathematics is a core department, and important to the school. The current team are strong practitioners of impressive commitment. Pupils take their learning seriously. This vacancy is a unique career opportunity for the right candidate.

For candidates of suitable experience and expertise, the school will consider extending responsibility from the advertised TLR to an associate assistant headteacher on the leadership scale, leading both maths and relevant whole school work appropriate to the skills of the candidate.

## **JOB DESCRIPTION**

Title: HEAD OF MATHS

Responsible to: Headteacher

Grade: Main Scale / Upper Scale

### **The Role**

To teach Maths students in Key Stage 3 and Key Stage 4 up to GCSE level.

### **Key responsibilities**

- Demonstrate highly effective subject teaching that motivates, inspires and improves student attainment
- Secure academic outcomes in line with the targets set through the school's target setting policy
- Monitor, evaluate and continually improve the quality of your planning, teaching and assessment
- Analyse the performance data of your students and respond to the outcomes of assessment to ensure appropriate planning, teaching and interventions are in place to keep all students on track to achieve their targets
- Follow all areas of subject and school policy accurately and appropriately
- Create an orderly subject environment in which the school's culture and ethos is upheld

### **Other**

- Be a Form Tutor (where allocated)
- Contribute to the school's extracurricular programme
- Undertake other various responsibilities as directed by the Head teacher

### **Annual review**

This job description will be reviewed annually. This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the professional responsibilities and duties of the postholder.

## **PERSON SPECIFICATION**

Title: HEAD OF MATHS

The following will be assessed from applications, interviews and references:

### **Qualification criteria**

- Qualified to at least degree level or professional equivalent
- Qualified to teach and work in the U.K.

### **Experience**

- Evidence of raising attainment in the subject
- Evidence of improved practice following feedback
- Teaching in the secondary age sector

### **Behaviours**

#### **Teaching**

- Up to date with latest pedagogy, curriculum developments and assessment requirements
- Excellent classroom teacher with a genuine passion and a belief in the potential of every student
- Effective behaviour management, with clear boundaries, praise, rewards and sanctions
- Good planning, organisational and communication skills
- Resilience, motivation and commitment to driving up standards of achievement for all students
- Commitment to regular ongoing professional development to improve practice
- A role model to students, parents and other staff
- Alignment to the Shipston High School ethos and vision
- Commitment to the safeguarding and welfare of all students

#### **Other**

- An excellent health and attendance record
- A satisfactory enhanced Disclosure and Barring Service check

**SHIPSTON HIGH SCHOOL**  
**JOB DESCRIPTION : Head of Department**

Post Title:	Head of Department: Mathematics
Purpose:	To develop, monitor and evaluate a curriculum area
Reporting to:	The Department's Senior Line Manager
<p>Core tasks and responsibilities (in addition to those of a classroom teacher):</p> <ul style="list-style-type: none"> <li>To raise standards of pupil attainment and achievement within the curriculum area and to monitor and support pupil progress providing appropriate intervention.</li> <li>To be accountable for pupil progress within the subject area.</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department.</li> <li>To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>To deploy financial and physical resources within the department effectively to support the school and department development plans.</li> </ul>	
Strategic Direction and Development:	<ul style="list-style-type: none"> <li>To develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.</li> <li>To actively monitor and follow up pupil progress.</li> <li>To implement school policies and procedures.</li> <li>To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.</li> <li>To ensure, in liaison with the School's Health and Safety Manager, that Health and Safety policies and practices throughout the department, including risk assessments, are current and in-line with national requirements.</li> </ul>
Teaching and Learning:	<ul style="list-style-type: none"> <li>To be accountable for the development and delivery of the department's curriculum.</li> <li>To ensure the delivery of an appropriate and comprehensive curriculum area programme that complements the School Development Plan and School Self Evaluation priorities.</li> <li>To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.</li> </ul>
Leading and Managing Staff	<ul style="list-style-type: none"> <li>To manage and effectively deploy teaching/support staff in the department.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To monitor the work of post holders in the department.</li> </ul>
Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> <li>To participate in the recruitment of teaching staff and, where required, support staff to the department.</li> <li>To support teachers to promote high quality teaching and learning for the benefit of all pupils, through effective resourcing in the department.</li> </ul>

	<ul style="list-style-type: none"> <li>To participate in arrangements made in accordance with the regulations for the appraisal of staff.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>To monitor the work of the department and ensure evaluative reports are produced as requested by senior management.</li> </ul>
The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.	

## INFORMATION ABOUT THE SCHOOL

Shipston High School is a non-selective 11-16 mixed High School with a very special ethos and character. Our students are high achieving and increasingly successful. The school itself is located on an attractive green-field site on the outskirts of Shipston-on-Stour in South Warwickshire. Our buildings are spacious and offer a wealth of specialist and general accommodation. Significant development of the site saw a first phase of new classrooms open in 2015, with a further teaching and reception block completed in the summer of 2018. A £10.5 million refurbishment and redesign of the original building is currently underway, due for completion in 2025.

Visitors frequently remark on the distinctive ethos of Shipston High School. In particular, they praise the obvious energy and enthusiasm of staff and students, the excellent relations, and the happy and mutually respectful atmosphere. They also express admiration for the unusual confidence and maturity of our students and the way they rise to the challenge of taking on increasing levels of responsibility.

### Some recent highlights

- The school has year on year been improving its examination results. In our most recent (2023) results 76 % of students achieved standard passes in English and 73 % in Maths. Our increasing proportion of extremely able students has led to a rising proportion of GCSE passes at the very top grades of 7, 8 and 9; nearly 25 % of the cohort in English.
- In our 2023 Ofsted inspection the school was judged to be good overall with our students seen as 'at the centre of school life at Shipston High School'.
- The school has achieved positive progress 8 outcomes in the majority of years this measure has been active.
- Owing to its continuing success the school has become increasingly popular and is now regularly oversubscribed. Numbers on roll are rising. We currently have nearly 600 students in the school but plan to expand over the forthcoming few years.
- The school became a new Academy on 1<sup>st</sup> September 2012 and has developed an imaginative and ambitious project to redevelop the entire school in phases. The first phase, a new £1.6M state-of-the-art teaching block, opened in September 2015, with the second



£2.25M building opened in the summer of 2018. A further £10.5 million investment will see new buildings on site in 2024 - 2025.

## **Teaching and Learning**

We put learning at the heart of everything we do. Staff have high expectations of all students, whatever their backgrounds or abilities, and we expect students to make the most of the many opportunities the school provides. Class sizes are kept as small as possible so that we cater more effectively for every student's needs. We believe firmly in the importance of homework and independent study as important tools to help our students become successful, self-motivated learners.

## **Resources for Learning**

The range and quality of our facilities ensure that teaching and learning is varied, interesting and successful. ICT facilities throughout the school have been increased and upgraded significantly during recent years.

All classrooms are equipped with audio visual technology; our students are learning in high quality, well-equipped subject environments.

*The teaching was most enthusiastic and drew interested and involved responses from the students. The oral responses were particularly impressive. How well (the teachers) know their classes!*

*Visiting Governor*

## **The School Curriculum**

All National Curriculum subjects are taught through both Key Stages 3 and 4. Students are initially grouped by ability in most subjects at Key Stage 3. At Key Stage 4 all students follow a "core" curriculum and then choose from a wide range of options. The curriculum is robust, and fulfills national accountability measures whilst enabling a personalised programme for our learners.

## **Pastoral Care and Guidance**

All students are expected to meet the very high standards of behaviour required of them. There is a very experienced pastoral team based on a House system that looks after the needs of all our students. We also rely on the support of parents to maintain our high standards.

We place a strong emphasis on establishing a caring community that encourages growth and confidence in all our students. Each student is assigned to a form and a form tutor whose purpose is to enable youngsters to obtain the best out of all aspects of the school life. The positive relationships that exist with our partner primary schools ensures that we have detailed information about students as they transfer at 11 years old.

During Years 10 and 11 students are encouraged to take on leadership roles by applying to become school prefects. They take on responsible duties and are expected to use their own initiative in helping with the day-to-day running of the school. Senior prefects are appointed annually.

### **Celebrating Achievement**

Our school is founded on the belief that all students have talents and can achieve. We make it our mission to bring out the talents of our individual students and to celebrate their endeavours and successes at all levels. The school takes a proactive stance with regard to rewarding students for good behaviour, achievement, motivation and service to the school and wider community. Our system of rewards is designed to encourage positive attitudes above and beyond normal working expectations. Some examples of the many ways that we reward achievement include:

- Individual praise
- The award of merit points
- Letters, postcards and certificates sent home
- Celebration in House and whole school assemblies
- Inclusion on our "Success Board"
- Special, end of term "Celebration Assemblies"
- Letter of commendation from the Headteacher
- The "Shipston Award / Pixl Edge" scheme
- An award at our annual Awards Evening when students receive public recognition for their efforts and achievements

### **Extra curricular Activities**

A wide range of opportunities exist for the students to be involved in sporting, dramatic, computing and musical activities. Our student participation rate is exceptionally high. We regularly compete on the sports field with neighbouring schools and youngsters are involved both locally and with county teams. We have staged many dramatic productions of varying types, along with regular music concerts. Opportunities also exist for students to take part in a wide range of educational visits to places in this country and abroad.

*From the first telephone conversation to your school we were met with the utmost courtesy and attention and the boys who showed us round are to be particularly commended. They were truly*

*ambassadors to your school and their knowledge, interest and enthusiasm for the school was clearly obvious to see. The comment from our son afterwards was that Shipston High School was his number one choice.*

*Prospective parent visiting the school*

## **Communication with Parents**

We are keen to see parents involved in helping their youngsters to learn. Much of this contact is achieved informally through parents coming into the school or by telephone. On a more formal level, regular consultation sessions take place including termly reports home. We also have a very active “Friends of Shipston High” Association.

## **Post 16 Destinations**

On completion of their GCSEs the majority of our students leave school to follow a wide range of AS/A level and other post 16 courses at local sixth form centres and colleges. Many then go on to university and higher education in order to enter a wide range of professions and careers.

## **SHIPSTON HIGH SCHOOL’S SAFE RECRUITMENT PROCEDURE**

Shipston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Disclosure**

Shipston High School requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Shortlisting**

Only those candidates meeting the right criteria will be taken forward for interview.

### **Interview**

1. Shortlisted candidates will be subject to an in-depth interview process including a lesson observation
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form

**Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

**Probation**

All new staff will be subject to a probation period of three months (which may, in certain circumstances, be extended by up to a further three months). The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.