



ST MARGARET'S

SCHOOL

Brief for the position of
Head of Mathematics



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About St Margaret's School

St Margaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.

All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School. In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



A small, warm and kind school where children reach their potential in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out.

GOOD SCHOOLS GUIDE





The Nursery

The Nursery at St Margaret's is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

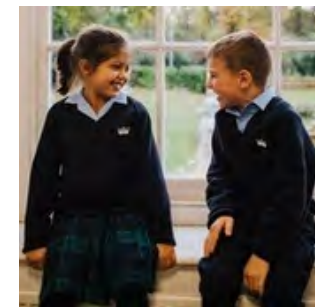
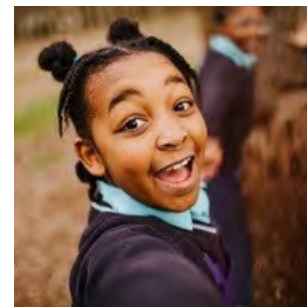


Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.





Senior School

The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.





Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.



Co-curricular & Sport

At St Margaret's there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret's. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret's: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.

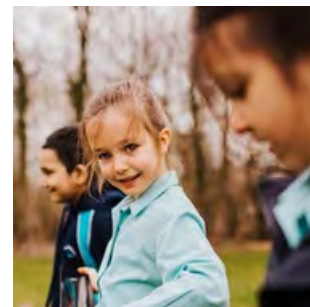


Scholarships & Bursaries

St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.



Governance

The Governors are Trustees of St Margaret's and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.

As a board Governors meet at least three times a year. The main Governing Body delegates much of the detailed work to committees which meet at least termly, and include Finance, Estates & General Purposes (FE&GP), Education, Pastoral and Marketing & Admissions.

Our Governors come from diverse backgrounds including education, business, finance and property. Further information on St Margaret's can be found via the School's website: <https://www.stmargarets-school.org.uk/>





Reporting To:
Deputy Head Academic

Hours of Work:
Full-time

Start Date:
September 2026

Summary of the Role:

We are seeking to appoint a well-qualified, experienced and inspirational teacher to lead our successful Mathematics Department.

This is an excellent opportunity to lead and work in a forward-thinking Maths department with a supportive and experienced team. A willingness to contribute to extra-curricular activities and play a full part in the life of the school is essential.

Highly motivated and enthusiastic, you will also have excellent interpersonal and team working skills with a positive approach.

The Role





Job purpose:

The Head of Mathematics will have overall responsibility for monitoring and evaluating teaching and learning within the Mathematics Department, promoting reflective pupil-centred practice which strives to develop a high level of academic challenge for all pupils. The Head of Faculty will act as line manager to the Heads of Department within their faculty, in addition to line managing the staff within their own department – the Head of Faculty will continue to act as Head of their own subject area.

Heads of Faculty will also:

- Publicly celebrate strong academic performance within the faculty and take action on academic underperformance, providing a ‘middle layer’ of academic management between SMT and HODs
- Co-ordinate assessment across the faculty and monitor the effectiveness of the marking policies and their implementation
- Decide on appropriate structures for department and faculty meetings, depending on the make-up of the faculty, which allow meaningful action to be taken on academic matters and establish high standards of professional dialogue
- Provide opportunities to share good practice within the faculty
- Liaise with the Academic Director and Deputy Head Operations on staffing and timetable requirements within their faculty
- Regularly observe teachers within the faculty and promote a culture of reflection regarding the ‘nuts and bolts’ of teaching and learning

Specific Responsibilities:

A. Strategic direction and development of the subject (including monitoring and evaluation)

- To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students’ lives.
- To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
- To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
- To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.

- To establish and implement a tracking system which provides good information gathering about students’ prior learning, their progress and achievements and the quality of teaching and learning in the subject.
- To involve all departmental colleagues in the creation and execution of the yearly departmental development plan. This will identify clear targets, times-scales and success criteria and contribute to the School Development Plan.
- To develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the SDP.
- To support, facilitate and monitor the progress of the departmental development plan to ensure it makes a significant contribution to the SDP
- To regularly review the progress towards the targets set in the departmental development plan and provide regular progress updates to ensure that they are fully aware of all successes, issues and concerns.
- To ensure, where appropriate, representation of the department at HODs meetings. If not attending the HODs meetings, to keep abreast of debate and contribute through a representative colleague.
- To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.

Job Description



B. Teaching and learning

- To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject ensuring that pupils needs are met through differentiation.
- To keep abreast of new developments in content and teaching style, including use of new technologies.
- To monitor and evaluate the department’s specifications and schemes of work.
- To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
- To ensure that all subject staff follow the agreed syllabus/specification.
- To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group.
- To ensure that all departmental members have the appropriate MAT, SEN EAL and baseline data in their mark books and that departmental members are taking this information into account when planning lessons.

- To ensure proper departmental use of data relating to prior attainment or testing on entry such as MidYis, Yellis or ALIS scores.
- To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
- To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.
- To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
- To provide quality assurance monitoring and intervention with all subject staff.
- To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.

C. Line management

- Provide effective day-to-day line management for both teaching and teaching support staff within the Department, implementing School policies and procedures to ensure all staff are managed consistently and equitably.
- Assist in the recruitment and selection of teaching and support posts, as required by the Head.
- Manage the effective induction, monitoring, support and assessment of new staff, in line with School procedures.
- Ensure all subject staff understand, and are actively implementing, School and Departmental policies and procedures e.g. reports, disciplinary procedures, setting and marking of work, providing assistance and guidance to team members as required.
- Develop and promote effective communication and collaborative working within the team to ensure good practice is shared and strengthened and all staff feel valued and supported.

- Undertake the performance management of staff, including acting as appraiser for designated staff and undertaking regular lesson observations, providing advice and coaching to develop the personal and professional effectiveness of individuals.
- Ensure all subject staff have high quality professional development opportunities.
- Assist the Head in drafting references on present and past members of the department.
- Alert the Deputy Head Academic of any parental complaints regarding subject staff and discuss appropriate support for teachers as required.

Job Description



D. Resource and Finance Management

- To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
- To administer efficiently and effectively the resources and capitation of the department.
- To ensure that the teaching area allocated to the department is kept in good order.
- To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued by the Curriculum Manager.
- To be responsible for providing appropriate bids for resource and staff development in line with the School's budgeting procedures.
- To be responsible for Health & Safety within the department and to report any related issues to the Estates Manager.

NOTE

This job description is not definitive and may be altered from time to time in order to undertake other duties commensurate with the level of the position in accordance with the needs of the School.

Job Description



Person Specification		ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant degree and excellent subject knowledge	✓	
	PGCE or equivalent	✓	
EXPERIENCE	Experienced teacher with an excellent academic track record	✓	
	A proven ability to lead change and development, engaging and supporting others	✓	
KNOWLEDGE	The ability to teach Mathematics at KS3	✓	
	The ability to teach Mathematics at GCSE and A Level	✓	
	Ability to analyse data (e.g. academic results and tracking) and to draw conclusions	✓	
	Proven ability to set high standards and inspire young people	✓	
	A proven ability to lead change and development, engaging and supporting others	✓	
SKILLS & ATTRIBUTES	A passion for Mathematics	✓	
	A keen interest in teaching and learning, with a proven commitment to CPD	✓	
	An energetic and enthusiastic approach	✓	
	Clear and accurate written communication skills	✓	
	Excellent interpersonal skills to deal with a range of people	✓	
	Good planning and organisational skills, with the ability to use own initiative and take decisions	✓	
	A commitment to contribute to the extra-curricular life of the school	✓	
	A flexible attitude and a willingness to take on new ideas and challenges	✓	
	The ability to relate to and empathise with young people	✓	
	Hardworking and reliable	✓	

The Person



The closing date for applications is **27 November 2025 at 17:00.**

Interview Date: **Wednesday 3 December**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at <https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact: recruitment@stmargarets-school.org.uk

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

How to Apply





ST MARGARET'S
SCHOOL

stmargarets-school.org.uk