

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE

Tel: 0118 978 0165

holt.school@holt.wokingham.sch.uk

www.holt.school.co.uk

Head of Mathematics

Full time

Permanent

Start Date: September 2025

TLR 1c

Main pay range/upper pay range depending on skills and expertise demonstrated at interview

Come and join our fabulous school, where students are engaged and eager to learn and our staff are passionate about inspiring them.

Due to the current Head of Department retiring, we are looking for a talented, enthusiastic and knowledgeable teacher to be inspirational in their leadership of the department. Candidates must be able to teach A Level maths. The post would suit someone who is looking for their first leadership role or an existing leader looking for a new challenge.

In return, we can offer:

- a strong, supportive, forward looking and effective department
- very positive climate for learning where students want to work hard and do well
- an ethos of staff well-being, including early finishes ahead of parents' evenings, minimal evening events, and off-site PPA
- a team of cover supervisors to ensure teachers rarely cover colleagues' absence
- personalised pathways of CPD, including coaching and leadership training for aspirant middle and senior leaders

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Katie Warner, HR manager for more information about this post and to arrange a visit.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing date: 9am, Thursday 27th February 2025



THE HOLT SCHOOL JOB DESCRIPTION

Job Title:	Head of Maths Faculty	Name:	
Reports to:	Co-Headteacher	Issued/Reviewed:	February 2025
Pay Scale:		FTE:	1.0
Employment Status	Permanent		
Allowance:	1c		

To be line managed by: Co-Headteacher

1. Teaching and Learning: (36 /50 teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school's B4L policy to maintain the highest standards of behaviour at all times

2. TLR

- To contribute to leadership of teaching and learning across the school
- To be a role model
- To be responsible for setting targets that ensure the maths faculty development within the whole School Improvement Plan
- To line manage the work of the staff within the Faculty
- To represent maths at HoLT meetings, ensuring clear two-way communication
- To oversee the monitoring of pupil programmes and progress across maths
- To lead maths across the school.
- To be the arbiter of standards in maths; supporting regular faculty evaluation through data analysis, work sampling, lesson observations, student questionnaires all of which are used to inform improvement planning
- To share the vision for the school and your vision for maths
- To support all members of your faculty whilst ensuring that they adhere to Section 1 above.
- To be fully involved in the interview process for your faculty and to support new colleagues' induction
- To manage the budget ensuring resources are available as required

- To ensure the safety of students in maths and have up to date risk assessments. To communicate effectively with all stakeholders
- To promote high standards of learning and teaching through the sharing of best practice and utilizing new technologies where appropriate
- To co-ordinate meetings which have a published agenda and are minuted.
- To issue a weekly bulletin to maths colleagues
- To oversee all curriculum matters in maths including SoW, home learning and examination specifications

3. Additional Responsibilities - Optional

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interest/development with regard to subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Classroom Teacher	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching 6 th Form	✓	
Record of continuing professional development	✓	

Knowledge		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives	✓	
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting	✓	

Skills		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Raising the profile of your subject within the school and community	✓	
CPSD (continuing professional self-development)	✓	

The Mathematics Faculty

Mathematics is a popular and successful faculty achieving excellent results at all Key Stages. In 2024, we had a 94% 9-4 GCSE pass rate, with 51% achieving 9-7. At KS5 74% of students achieved A*-B for A-level Maths, with 44% achieving A*-A.

Faculty Staffing

Our enthusiastic maths faculty currently has ten full time and three part time specialist maths teachers. It is a strong faculty which works well together, supporting each other and creating and sharing resources.

Faculty Accommodation

The mathematics faculty has a suite of ten rooms, which includes one ICT room of 32 computers. All of the rooms are equipped with Smartboards. We have two maths offices, where each member of staff has their own space in which to work.

Mathematics Teaching

All students are taught in ability groups from September of Year 7. Students are assessed regularly throughout the year and movement occurs between sets as appropriate during the academic year.

The scheme of work is a continuous one over the five years with consolidation and extension built in at all levels. Our scheme of work includes lesson plans and presentations for every lesson so that every teacher can just adapt these for their class as appropriate. All students have access to the an ebook version of our textbook for use at home, and all rooms are stocked with hard copies of the textbooks used in class. At GCSE we currently follow the Edexcel linear course. KS3 groups also use Numeracy Ninjas regularly to improve their fluency.

The maths faculty has subscriptions to several websites to support staff and students in their learning such as: Mathsbox, MyMaths, MathsWatch, MathsPad, and Dr Frost Maths. We also use the Integral website with sixth form students.

Maths at A level has grown in popularity and we usually have at least 40 students continuing with the subject in Year 12 (currently Y12 has 60 students with 10 studying Further Maths).

For A Level Maths: Edexcel Mathematics

For A Level Further Maths: Edexcel Further Mathematics.

Extra-Curricular

We seek to provide extracurricular opportunities for students to engage with mathematics and numeracy at all levels. Able students in all year groups have the opportunity to take part in UKMT National Mathematics Challenge competitions, and the team maths challenges. All KS3 years have a House competition each year. Year 7 do a Maths Trail around the school whilst Year 8 have a team competition, which is organised and run by the maths prefects. Whilst the main team consists of three students, all the members of the House have activities to complete that count towards the final result. Year 9 have a noticeboard competition where they have to create a display that links maths with an International theme. Sixth form students volunteer to undertake classroom attachments in which they support KS3 lessons and the maths prefects support the House competitions and take assemblies to promote maths and numeracy. Students also get the opportunity to take part in events such as the Mathsfeast, Taking Maths Further day, Maths Team Challenge, and Maths Circles. Each year in February/March we run an Enrichment week where staff deliver enrichment activities for the different year groups during lunchtime, and the Maths prefects present an assembly to all year groups. All staff are also involved in an extra-curricular club, although many are not linked to maths.