



MALVERN ST JAMES

Girls' School

POST OF MATHEMATICS COACH

Required as soon as possible

Permanent

Zero-hour Contract – Term-Time only

Hours depend on demand between 5 to 10 hours a week





MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an 'Outstanding' inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of 'Excellent' in the ISI's Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House has recently been transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the next phase of this programme of improvements within boarding is currently taking place in Benhams, the new Year 11 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is 'full of girls who are going to change the world'!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the school:

- the opportunity to teach highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale



Mathematics Department

Staff

The department currently consists of five members of teaching staff and two mathematics coaches who provide one-to-one lessons for select students.

Ethos

The department is proud of its record of success at IGCSE, AS and A Level Mathematics. We make it as pleasurable an experience as we can, teaching to “understand” rather than to “do”. The aim is to produce girls who can not only “do” Mathematics, but also know why they are doing it and what it can do for them and their careers. They are prepared to ask questions, to “think outside the box”, which is a skill that is prized amongst the employers of today (and tomorrow). The girls are “stretched” sideways, rather than accelerated through the exam system. Mathematics competitions (both individual and team) take the subject in a different direction. Extension work is used in the classroom to make the girls think about Mathematics in a different way. We compete in the UKMT challenges across Years 7 to 11, with several students qualifying for the follow-on Kangaroo or BMO rounds each time. We take advantage of opportunities offered, such as the Saturday morning Enrichment sessions offered to Year 9 by the University of Worcester Mathematics department and lectures at Warwick University.

Curriculum

Malvern St James has its own Preparatory Department, where numeracy is an integral part of the daily curriculum. The Prep Mathematics Co-ordinator maintains links with the senior school and the transition from Key Stage 2, Year 6, to Key Stage 3, Year 7, is carefully managed.

At Key Stage 3, we follow our own version of the National Curriculum, with a focus on preparing students for Edexcel IGCE Mathematics A. Throughout Years 7 to 11 each group has one teacher. These usually change from year to year, except that there is continuity of teacher from Year 9 to Year 11 where possible.

At the start of Year 7, the girls are taught in forms for approximately the first half term, then set by ability. Years 8 to 11 are also taught in sets. Even though the girls are divided by ability there is still a wide range of ability within this year groups and differentiation is required within each group. Movement between sets is always possible and the groups are assessed regularly, using common tests. During Year 9, the difference between those who find the subject relatively straightforward and those who struggle becomes much more apparent. This is due to the nature and complexity of the concepts that are introduced at this stage. The schemes of work are structured to take account of this diversion, although the same topics are covered by all divisions to a greater or lesser depth, as appropriate.

The majority of students sit Higher tier at IGCSE. The lowest set in Year 10 prepares for Foundation tier, with options to continue with Foundation tier in Year 11 or upgrade to Higher tier for Year 11. All the girls in Set 1 for Year 10 and 11 are stretched mathematically by being prepared for AQA Level 2 Further Maths in addition to sitting IGCSE Mathematics. Topics such as circle geometry and matrices are included as well as more complex algebra and trigonometry.

Well over half of the Sixth Form regularly study Mathematics to A Level (Edexcel).

Mathematics Coach

Job Specification

Accountability

The Mathematics Coach is accountable to the Headmistress via the Second in Mathematics and the Head of Mathematics, the Director of Teaching and Learning on matters relating to curriculum, teaching and learning, and the Director of Pastoral Care on matters relating to pupil wellbeing and pastoral care.

Purpose of the Job

To coach designated pupils within the school and to carry out such other associated duties as are reasonably assigned by the Head of Department and Director of Teaching and Learning.

Key Tasks

The Mathematics Coach is required to:

- To adapt coaching to the needs of the individual
- To plan and prepare work for practice/revision to support the curriculum taught and to prepare for public examinations
- To mark and give feedback on the work set
- To support the visions and aims of the school

Additional Information

The coaching requirements in the Mathematics Department vary considerably from term to term and with the needs of the individual girl. The number of hours of demand per year is unpredictable, but once a student has begun coaching, it typically continues for the entire academic year. The demand is at its lowest in September and builds thorough the academic year.

Students requiring coaching encompass different needs, including:

- Sixth form students, who wish to improve their current level in order to gain a better grade for their preferred University course/destination
- Students who need a boost to their confidence
- Students who are new to the school and/or have gaps in their understanding
- Students who have missed a lot of work due to extended absence or illness

Coaching is usually carried out on a one-to-one basis for either 30 minutes or an hour per week; more rarely small group sessions can also occur. Coaching times have to be fitted around the student's timetable and usually take place during their study periods in the School day.

All School staff are expected to:

- a. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;
- h. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

Essential:

- Degree in Mathematics or a related subject
- Teaching qualification
- Use of IT in the classroom
- Experience and willingness of teaching up to A level Mathematics
- Evidence of a range of teaching and learning strategies
- Ability to inspire, empower and motivate
- Excellent communication skills
- Good organisational and planning skills
- Ability to prioritise and to work flexibly to tight deadlines
- Pastoral skills
- Team player and adaptable
- Commitment to safeguarding of children
- A positive attitude to self-development and own learning

Desirable:

- Ability to prepare students for Oxbridge entrance examinations
- An understanding of independent education and the boarding ethos

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements, and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit. The Sports Club provides many activities for members. These include a wide range of sports and regular competitions.

Other benefits include:

Fee remission
Lunch provided

