



**Application pack for the appointment of a**

**TEACHER OF MATHS**

**Full time or part time, permanent**

**For September 2024**



Prior's Field Priorsfield Road Godalming Surrey GU7 2RH

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Prior's Field School Trust Ltd

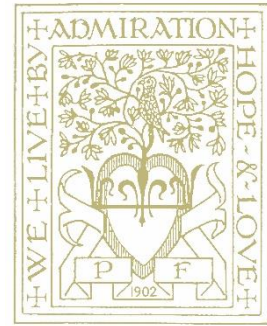
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# PRIOR'S FIELD

## GODALMING SURREY

GSA Girls' Boarding and Day School 11-18  
HEAD: Mrs Tracy Kirnig MA



April 2024

Dear applicant

### **Role of Teacher of Maths**

Sir Julian Huxley, eldest son of Julia Huxley, founder of the school, described Prior's Field as: "an oasis where the arts and the humanities are cultivated, as well as science and practical activities, where nature can be enjoyed, where the individual and individuality matter, where learning is blended with character training."

Prior's Field is a unique school and this role – Teacher of Maths – provides an exciting opportunity for you to join an already strong Maths department.

This is my eighth year as Head at Prior's Field and I still find its history, traditions, ethos and spirit a joy. Prior's Field is a school where every student can thrive and work, fully supported, to achieve her potential. Our aim is that, when the girls leave the Sixth Form, they do so as well-rounded, confident young women, ready and able to follow their dreams and ambitions.

The staff here work incredibly hard to ensure that each girl and her specific needs are very well known to all teaching staff. The quality of our pastoral care is very high. A high proportion of our students board; some are full boarders, some board weekly and some for a half week. All the girls benefit from the family feeling engendered by the boarding environment.

I am confident that, if you visit Prior's Field, you will see what the inspection team saw earlier this year and more: the passion, joy and challenge the students take from their teachers every day and the achievements, confidence and sense of community which result, both in and outside of the curriculum and in all aspects of school life.

You will find within this documentation the Job Description and the Person Specification for the role of Teacher of Maths. The final page of this document outlines the application process. If you have any queries, please contact our HR department.

Thank you for your interest in Prior's Field. I hope that the information in this pack will help you to build up a picture of the school and how it operates. We would be delighted to show you around so that you can see for yourself whether you and Prior's Field are a good fit.

I look forward to receiving your application.

With best wishes

A handwritten signature in black ink, appearing to read 'Tracy Kirnig'.

**Tracy Kirnig**  
Head



# PRIOR'S FIELD

## GODALMING SURREY

### **The place to achieve - an introduction to Prior's Field**

#### **“Where nothing is ever ordinary ...”**

Prior's Field is a vibrant and lively independent day and boarding school for girls aged 11-19. Situated just south of Guildford, with good transport links to international airports and London, the school currently has 425 pupils including 70 boarders who are accommodated in two separate boarding houses. At the last ISI Inspection, the school was graded “Excellent” in all nine areas assessed.

The school was founded in 1902 by Julia Huxley, a pioneer in the field of women's education, who believed in freedom of thought and the importance of educating pupils beyond the classroom. Her spirit of adventure and outward-looking approach to life continue for the girls at Prior's Field today. She strove to ensure that academic excellence went hand in hand with a sense of responsibility to the poor and wider world, and to instil in the girls a sense of citizenship. The school's motto, “We live by Admiration, Hope and Love”, encapsulates this ideal.

The school offers an excellent all-round education that caters for girls of all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the school is to bring out the best in each girl, according to her strengths and talents. Girls work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.



## **Achieving academically**

***“Pupils throughout the school acquire high levels of knowledge, understanding and skills in a wide range of subjects and disciplines. This indicates they are extremely well educated.” ISI 2016***

As the individual girl is at the centre of what we do, class sizes are kept small. Personal and academic potential is nurtured. The spirit of Prior’s Field is one of creativity and enterprise. We place a high priority on independence of thought, problem solving and the huge satisfaction that comes from working hard. We are extremely proud of the results we achieve from our broad cohort at both GCSE and A Level and the onward destinations of our leavers which includes Oxbridge, ex-Russell Group and some top Art schools. For more detailed results please look [here](#).

## **Achieving actively**

***“They mean what they say about nurturing talent”***

***Good Schools Guide***

We are hugely lucky to attract a significant number of girls who excel in both mainstream and esoteric sports and really feel this is an area where we definitely punch above our weight in relation to other schools who are known for their sporting prowess. We currently have pupils who represent Britain in skiing, tennis, gymnastics and climbing. In addition to this we have a successful Tennis Academy, Elite Hockey and Netball Squads, and a huge range of sporting opportunities both in and out of the curriculum which include cricket, golf, riding, dance, athletics and more.

## **Achieving pastorally**

***“Prior’s Field girls are self-confident and secure, speak modestly about their own success and show their pride in the achievements of others.” ISI 2016***

Ours is a positive, friendly community that guides each girl to discover who she wants to be. It is a successful mix: dynamic and academic, but at the same time well balanced and enabling. Our underlying aim is that girls are happy and achieving their very best. It is important to us that, every day, each girl is able to do something that she loves, that she is good at and in which she has the potential to excel. The school’s ethos is characterised as one of “rigour, underpinned by kindness”. People are at the heart of a Prior’s Field education.

## **Achieving through boarding**

***“There is a warm, caring, relaxed environment in boarding with clear boundaries and rules. My daughter has the best of school and home life under one roof.” Parent***

We welcome boarders from all over the world. Flexibility is the key, so we offer full, weekly and flexi-boarding to suit the needs of modern families. Girls have the opportunity to grow and become more independent within an environment that is safe and happy. Boarders have an extended programme of supervised activities after school and at weekends. Sixth Form students, even some who live very locally, often choose to board as it provides them with a stable, supportive environment in which to study and live, balancing work with such typical evening activities as Zumba, Yoga, themed suppers, cinema trips, crafts, team games and, for full boarders, weekend days out. Our most senior boarders enjoy en suite facilities in the separate Sixth Form House, and there is a separate Junior Boarding House.

## **Achieving creatively**

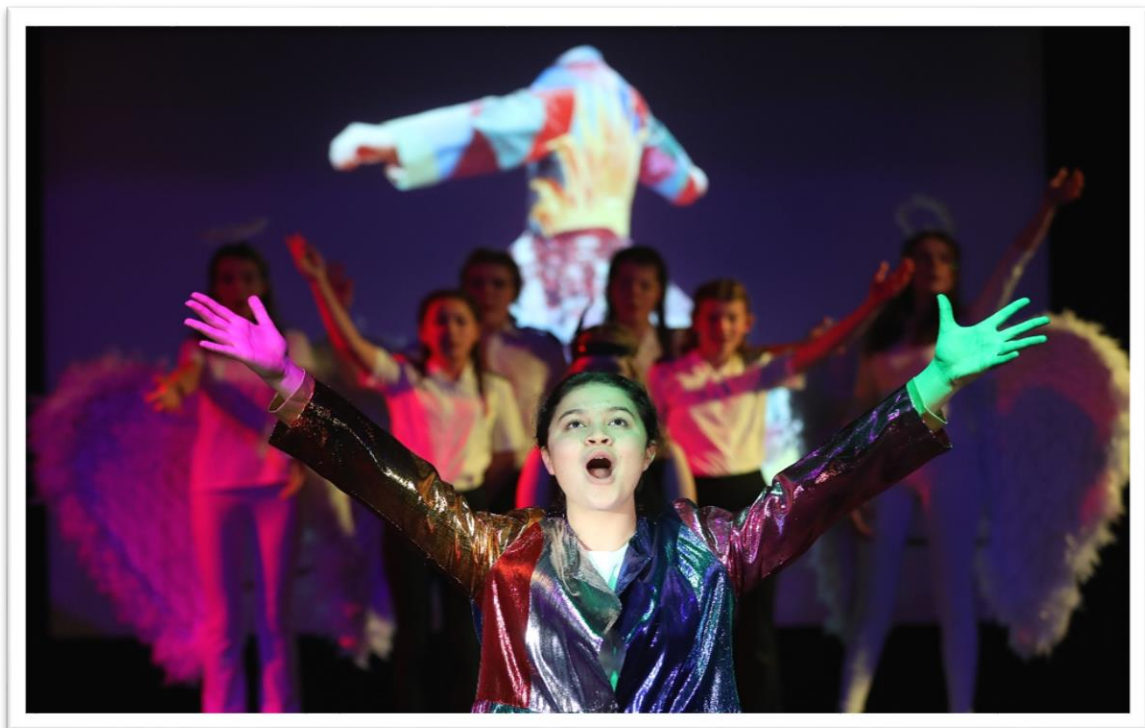
***“The Unicorn of Education, the stuff of childhood dreams” Tatler Schools Guide***

Creativity comes from the exercise of self-discipline, rather than conformity. Our activities are designed to light up different areas of the mind and keep all the doors open. Girls can then discover special talents and a particular niche, at any age.

The cultural life of the school is constantly renewed and energised. Inspirational paintings, photographs, beautifully designed garments and objects are displayed for everyone to enjoy. Theatre, museum and gallery visits, trips to literary festivals and to the great artistic treasures of Europe feed and rejuvenate creativity.

Prior's Field girls take every opportunity to tread the boards. Recent performances have been spectacular with stunning musicals, large cast productions and entries for the Schools' Shakespeare Festival.

Everyone is encouraged to take part in music. There are plenty of formal performance opportunities through the concert band, brass and strings groups, the annual celebration of Christmas and the annual house music competition.





## About Prior's Field



The school is set in 44 acres of Surrey parkland. Charles Voysey designed the original building, now Grade II listed, in the Arts and Crafts style in 1900. Many of his original features, such as stylised keyholes and air vents, remain. The building was subsequently extended by his pupil, Tom Munzer, with gardens laid out to a design inspired by Gertrude Jekyll, who lived locally. Since then, the school

has continued to develop and many additions and alterations have been made to the original buildings.

There has been a significant building and renovation programme over the past few years, including Field Wing (2013), which houses an impressive Creative Arts department, and the Arnold Building (2017), providing extensive Music, Science and Food Technology facilities as well as additional Humanities teaching space. Specialist areas also exist for Drama, Art, Design and Technology.



**SIXTH FORM CENTRE**

**ARNOLD BUILDING**

The school employs approximately 150 staff, of whom around two-thirds are teaching, one-third administration and support. Another 50 are engaged as contractors in catering, domestic work and peripatetic teaching.

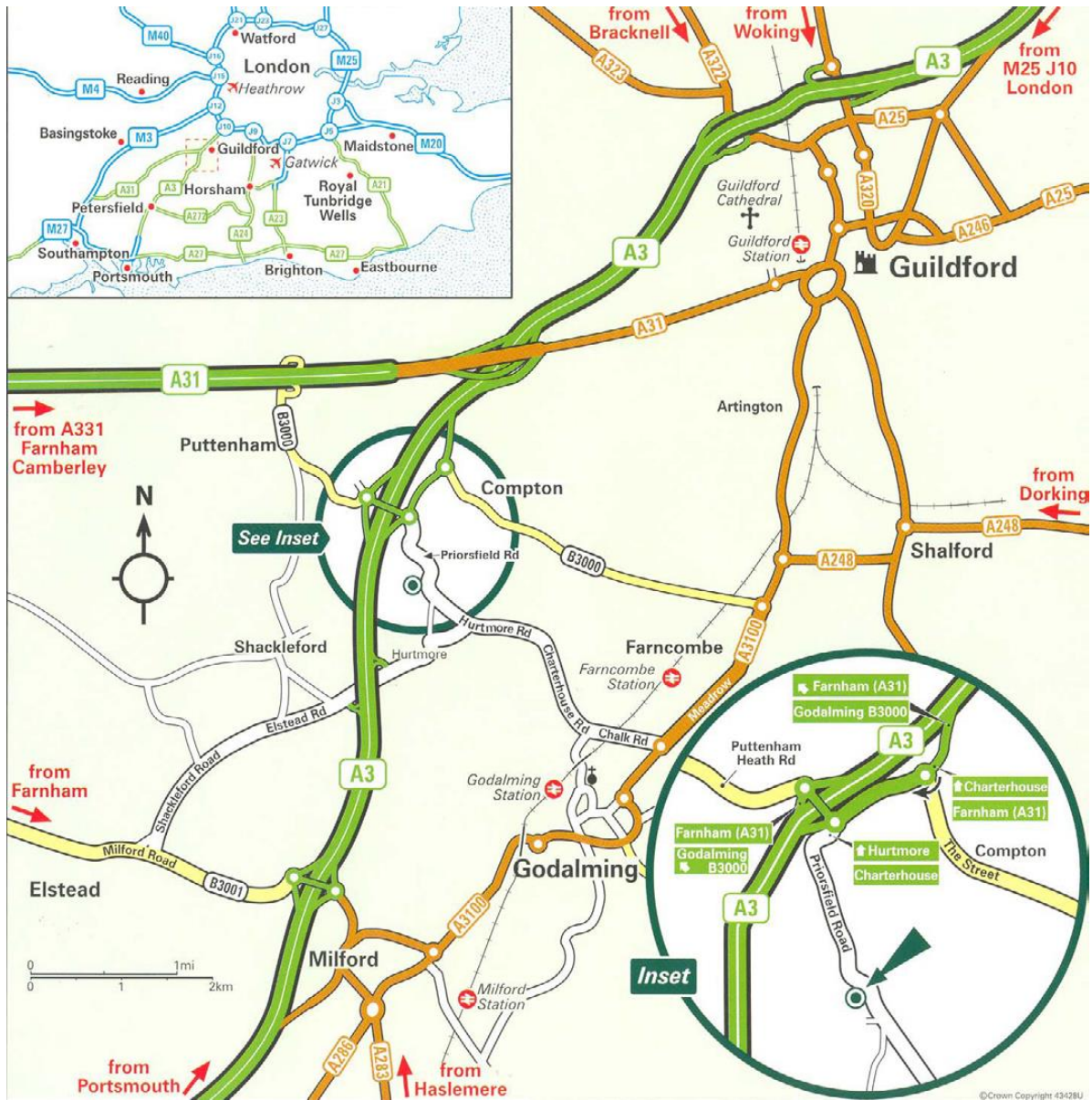
We welcome all staff becoming involved in all and any aspect of co-curricular provision, including the Duke of Edinburgh Scheme, school trips and visits at home and abroad and clubs and activities, existing or new.

More information about the school can be found on the school website: [www.priorsfieldschool.com](http://www.priorsfieldschool.com).

Prior's Field is a member school of the BSA, the GSA, ISBA and AGBIS.

## Location

Prior's Field is situated 34 miles southwest of London and adjacent to the A3 to London and the South Coast. There is a fast rail link between Godalming and London Waterloo. Gatwick and Heathrow airports are within easy reach.



## **ROLE OF TEACHER OF MATHS**

### **JOB DESCRIPTION**

The Maths department comprises of seven full time members of staff and one part time.

The Mathematics Department at Prior's Field is a strong and successful one. In First and Second forms (years 7 and 8), the programme of study is the Pearson KS3 Maths Progress Second Edition course, following the Core textbook. The Support and Depth textbooks are also available for differentiated work. In Third, Fourth and Fifth forms (years 9, 10 and 11) the syllabus being followed is EDEXCEL IGCSE Mathematics. Most pupils take examinations in the January of Year 11. The students intending on studying A Level Mathematics set will also sit the AQA Level 2 Further Mathematics qualification in the summer of Year 11. Mathematics is a popular subject in the Sixth Form, where students work towards the Edexcel A Level in Mathematics.

**This role reports to** the Head of Maths

#### **Responsibilities of all teaching staff include:**

- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.
- The school places a high priority on excellent pastoral care and this responsibility is shared by all staff.
- Maintaining high standards of time keeping, playing an active role in the life of the school, supporting school functions
- Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils.
- Participating in meetings as required.
- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies.
- Knowing and adhering to all school and departmental policies.
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.
- Undertaking duties as a Form Teacher.
- Participating in arrangements for preparing and assessing pupils' work for public examinations.
- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.
- Liaison with parents, pupils and staff
- Close liaison with appropriate staff in pursuance of the post holder's primary purpose
- Demonstrating a commitment to improving and developing the organisation's processes and facilities
- Having a knowledge of and complying with all relevant policies, procedures and instructions including those relating to safeguarding, health and safety, including safe practices and methods of work



- At all times, respecting the confidential nature of information concerning the work and business of the school
- Promoting the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting the environment
- Commitment to the development of a working culture which values and celebrates the contributions and achievements of colleagues
- Participating in the school's annual appraisal programme
- Participating in arrangements for staff development and INSET
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate
- Attending all required school functions, as directed by the Head: staff meetings, Open Days etc. and taking an appropriate role
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme
- Supporting the ethos of Prior's Field as both a boarding and a day school and work in accordance with the school's aims, policies and marketing strategy
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and qualifications</b>		
QTS or equivalent	x	
A degree in a relevant subject	x	
A relevant subject specialism	x	
A demonstrable track record of delivering excellent student outcomes at KS3 and KS4	x	
A demonstrable track record of delivering excellent student outcomes at KS5	x	
Evidence of being an excellent classroom teacher at secondary level	x	
Exemplary and up to date knowledge of teaching the relevant subject	x	
Previous experience of working at a similar level		x

Previous work experience in a UK independent school with a boarding element		x
Ideally be educated to degree level		x
Experience of budgeting/financial management and resource management		x
Experience as a tutor		x
<b>Skills and competencies</b>		
The ability to demonstrate knowledge of latest specifications and curriculum developments	x	
Knowledge of national educational policy, priorities and initiatives	x	
Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate	x	
The ability to motivate and inspire and to build warm and effective professional relationships with staff, pupils and parents	x	
Strong organisational skills	x	
An understanding of how to use data to analyse past and current performance in order to improve outcomes	x	
A flair for creative solutions to problems	x	
The willingness to acquire skills as appropriate	x	
A good understanding of the latest evidence and thinking regarding effective practice in the teaching and assessment of the relevant subject	x	
A secure understanding of what excellent teaching in the relevant subject looks like	x	
An interest in pupils of all abilities and willingness and ability to inspire them	x	
The ability to analyse situations or problems and suggest strategies for improvement	x	
Effective communication skills both in writing and speech	x	
Effective IT skills	x	
Knowledge about how young people learn	x	
Knowledge of use of appropriate target setting and monitoring procedures	x	
The ability to teach outstanding lessons across the age range	x	
The ability to develop effective schemes of work	x	
The ability to add value to pupil outcomes	x	
The ability to operate safe practices	x	

A full awareness of the current issues relating to teaching your subject in schools	x	
Knowledge of higher education curriculum opportunities		x
<b>Personal qualities</b>		
Be passionate about education, the relevant subject and learning	x	
Be keen, enthusiastic, innovative, resourceful, adaptable, flexible and inspirational, with a sense of perspective	x	
Have a high degree of emotional intelligence	x	
Have a genuine respect for and motivation for working with girls and young women	x	
Have a sensitivity to the needs of girls and young women as well as colleagues	x	
Be able to earn the respect of pupils, staff and parents	x	
Be strongly committed to improving outcomes for all students and the drive and determination to make this happen	x	
Demonstrate the ability to show initiative and to work independently and as part of a team	x	
Have a vision for provision of the relevant subject across all key stages and the drive to implement it	x	
Have the imagination and confidence to develop and share new ideas	x	
Have personal integrity, honesty, energy, stamina, resilience and enthusiasm	x	
Have the charisma to lead, challenge, support and motivate members of staff	x	
Demonstrate sound judgment and discretion	x	
Have a willingness to give generously of their time to support school events and activities	x	
Have a commitment to personal development and life-long learning	x	
Be an effective and supportive team member	x	
Have high professional standards of attendance, punctuality, appearance, behaviour and positive, respectful relationships with students, parents and colleagues	x	
Be a reflective practitioner	x	
Set high expectations for themselves and their students	x	
Be committed to safeguarding our pupils in line with the school's Safeguarding Policy	x	



Have an affinity with, and commitment to, the independent education generally and Prior's Field in particular		x
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**Terms of employment**

<p><b>Salary</b></p> <ul style="list-style-type: none"> <li>• Dependent on experience</li> </ul>
<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time.</li> <li>• Staff have access to school facilities such as the gym and swimming pool.</li> <li>• Free on-site parking is available.</li> <li>• Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use</li> <li>• Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff</li> <li>• Cycle to work scheme</li> <li>• Generous contributory defined contribution pension scheme</li> <li>• Staff fee discount of 50% (eligible after passing probationary period)</li> <li>• Access to 24-hour counselling helpline</li> </ul>
<p><b>Conditions</b></p> <ul style="list-style-type: none"> <li>• The position is subject to DBS certification and satisfactory references being obtained</li> </ul>

# PRIOR'S FIELD

## GODALMING SURREY

### **Application for position of Teacher of Maths - Process**

To apply for the position, please send a completed [application form](#) with a CV and covering letter setting out how your experience makes you suitable for the role of Teacher of Maths to [hr@priorsfieldschool.com](mailto:hr@priorsfieldschool.com).

Closing date: Friday 26 April 2024. Interviews will be held the following week.

Start date: 1 September 2024

We reserve the right to call suitably qualified candidates to interview before the closing date. Early applications are therefore encouraged.

Please note that references will be sought prior to interview.

If you have any queries or would prefer a hard copy of any of the documentation, please contact our HR department on 01483 810551.

### **Safeguarding**

Prior's Field 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.

