



Head of Maths

Head of Assessment, Data & Tracking

Member of Senior Leadership Team

Candidate Pack



Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF
HEAD OF MATHS, ASSESSMENT, DATA & TRACKING AT PENNTHORPE!

I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude – excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact Lauren Manvell (recruitment@pennthorpe.com 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website (<https://www.pennthorpe.com/forms/application-form/>)

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!



Mr Chris Murray BA (Hons) PGCE
Head



About Pennthorpe

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.



Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills-based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full-sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.



Why Join Us?



I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

Charlotte Gallina Breese, Year 3 Teacher



PENNTHORPE IS MORE THAN JUST A WORKPLACE, ITS A VIBRANT, NURTURING COMMUNITY WITH AN OUTSTANDING PASSION FOR EDUCATION. WHETHER YOU ARE INSPIRING YOUNG MINDS IN THE CLASSROOM OR SUPPORTING THE SCHOOL'S WIDER MISSION, YOU WILL BE PART OF A TEAM THAT CELEBRATES CREATIVITY, COLLABORATION AND CONTINUOUS LEARNING.

Jessica Doodes, Head of Marketing & Communications



WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

Jou Marler,, Deputy Head Senior



The Benefits

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- Support for working parents
- Dedicated staff work areas
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



Head of Assessment, Data & Tracking

The Head of Maths will lead the delivery of mathematics across the school, from Reception to Year 8. The post holder will have a strong track record of teaching mathematics, ideally within a prep school setting, and a clear understanding of ISEB 11+ and 13+ Common Entrance and scholarship requirements. They will be an excellent communicator, confident curriculum leader, and enthusiastic team player. Leadership experience essential, passion for mathematical thinking and problem-solving desirable.

Key Duties & Responsibilities

- Provide strategic leadership of the mathematics curriculum across the school, ensuring a clear vision for teaching and learning from Reception to Year 8.
- Oversee curriculum design and development, ensuring continuity, progression, and alignment with national standards, ISEB requirements, and scholarship expectations.
- Ensure high-quality delivery of mathematics across all key stages, embedding best practice and innovative approaches to teaching and learning.
- Teach mathematics to pupils in Years 5–8, delivering engaging and challenging lessons that prepare pupils for ISEB 13+ Common Entrance and scholarship examinations.
- Differentiate teaching effectively, supporting a wide range of learners and ensuring that all pupils are appropriately challenged and supported.
- Mentor and support colleagues across the school in the planning and delivery of age-appropriate mathematics lessons, promoting consistency and excellence in pedagogy.
- Lead on assessment and data tracking for mathematics, analysing pupil progress and attainment to inform teaching, intervention, and curriculum planning.

- Use data to identify trends, strengths, and areas for development, implementing targeted support and enrichment strategies where needed.
- Lead on whole-school academic planning, including the construction and management of the school timetable, ensuring efficient use of staff and resources.
- Teach an additional core subject, preferably English, as well as Digital Learning, contributing to the broader academic life of the school and supporting cross-curricular links.
- Promote mathematical curiosity and confidence, encouraging pupils to develop resilience, creativity, and a love of problem-solving.
- Lead enrichment opportunities, including maths clubs, competitions, themed events, and collaborative projects that extend learning beyond the classroom.
- Establish and maintain strong links with senior schools, ensuring pupils are well-prepared for entrance and scholarship exams and that expectations are clearly understood.
- Collaborate with other subject leaders and SLT members, contributing to whole-school development, strategic planning, and the implementation of academic initiatives.
- Serve as a member of the Senior Leadership Team (SLT), playing an active role in shaping the school's vision, policies, and priorities.
- Model high standards of professionalism, including excellent communication, organisation, and a commitment to continuous improvement.
- Uphold the highest standards of safeguarding, ensuring the safety, wellbeing, and pastoral care of all pupils in line with statutory guidance and school policies.
- Contribute to the wider life of the school, supporting events, initiatives, and activities that enrich the school community and promote pupil engagement.



General Teaching & Learning Responsibilities



- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils, including inclusion of the PSB skills and the Pennthorpe Purpose.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of SEND pupils.
- Research new topic areas and maintain up-to-date subject knowledge, staying at the cutting edge of the Maths curriculum and up to date with developments on changes and new IAPS directives.
- Undertake report writing and the award of grades as required.
- Teach a timetable commensurate with the responsibilities of this and other roles

Other Professional Duties

- Prioritise the safeguarding of pupils at all times.
- Be familiar with the School's health and safety guidance and be responsible for personal Health & Safety and that of the pupils.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the School's Behaviour Management and Sanctions Policy.
- Support and foster the aims of the School.
- Be familiar with the contents of the Staff Framework, the School's aims and policies and endeavor to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them, punctually and efficiently.
- Attend staff meetings, parents' evenings, Prizegiving, INSET sessions and similar important functions both in and out of normal School hours, and participate in the Open Days for prospective parents and pupils.
- Notify the Deputy Head as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head.
- Take part in the Pennthorpe's Contribution framework and appraisal systems.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.





Person Specification

Skills, Experience & Knowledge

- A strong academic background in mathematics, supported by a recognised teaching qualification (e.g. PGCE, QTS, or equivalent).
- Proven experience teaching mathematics across Key Stage 2 and Key Stage 3, ideally within a prep school setting.
- Demonstrated success in preparing pupils for ISEB 11+ and 13+ Common Entrance, as well as scholarship examinations.
- Sound understanding of curriculum planning, progression, and differentiation to meet the needs of a diverse range of learners.
- Experience in using assessment data to monitor pupil progress, inform teaching, and implement effective interventions.
- Familiarity with whole-school timetabling and academic planning processes.
- Strong leadership and management skills, with experience mentoring or supporting colleagues in their professional development.
- Excellent communication and organisational abilities, with a capacity to manage multiple responsibilities effectively.
- Knowledge of safeguarding procedures and a commitment to promoting pupil wellbeing.
- Ability to teach an additional core subject, preferably English (desirable).
- Willingness to contribute to wider school life through clubs, enrichment activities, and cross-curricular initiatives (desirable).

Personal Attributes

- A passionate and enthusiastic educator with a genuine love for mathematics and a desire to inspire pupils.
- A forward-thinking and reflective practitioner, committed to continuous improvement and innovation in teaching.
- A collaborative team player who values professional dialogue and shared practice.
- A confident and approachable leader, able to motivate and support others.
- A role model of professionalism, integrity, and high standards.
- A commitment to the holistic development of pupils, both academically and pastorally.
- A proactive contributor to the school community, with a willingness to engage in events, initiatives, and wider responsibilities.

How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: Full Time
- Start Date: January, 2026 or April, 2026
- Application Deadline: 6th October, 2025
- Interview Date: To be confirmed
- Responsible to: The Head



Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

Safeguarding

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



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