

# RECRUITMENT PACK

Head of Mathematics

September 2025 (or earlier)



**GREENFIELD  
SCHOOL**

BRIGHT BEGINNINGS  
BRIGHTER FUTURES





LITTLE SCHOOL  
Fledglings & Owls

*0-3 yrs*

PRE-RECEPTION  
Robins

*3-4 yrs*

RECEPTION  
Reception

*4-5 yrs*

LOWER SCHOOL  
Years 1 & 2

*5-7 yrs*

MIDDLE SCHOOL  
Years 3 & 4

*7-9 yrs*

UPPER SCHOOL  
Years 5 & 6

*9-11 yrs*

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



# GREENFIELD SCHOOL

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BRIGHT BEGINNINGS  
BRIGHTER FUTURES

## ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



# AIMS AND ETHOS

## Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

## Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion

Watch our school video here:



# PERSON SPECIFICATION

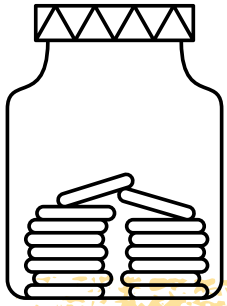
We are seeking to appoint a Head of Mathematics from April/September 2025.

The successful candidate will have regard for the school's policies and schemes of work. The teacher will be responsible for the discipline, supervision and welfare of all pupils with the help of the Teaching Assistants. Your key qualities and experience will include:

- Qualified Teacher Status (QTS).
- Experience of teaching KS2 pupils.
- Experience or knowledge of Mathematics within the EYFS, KS1 or KS3 is desirable.
- Commitment to learn about our Senior School Recommendation process to best support our pupils through 11+.
- Experience of 11+ preparation (desirable).
- Demonstrate passion and great enthusiasm for teaching and a commitment to fostering a love of learning within pupils.
- Strong organisational and planning skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with colleagues, parents, and external agencies.
- Commitment to continuous professional development.
- Being adaptable and flexible to change, able to adjust teaching methods to meet the diverse needs of pupils.
- Being empathetic and show understanding and sensitivity towards the needs and feelings of all people within our community.
- Commitment to the broader aspects of the school including extracurricular provision.



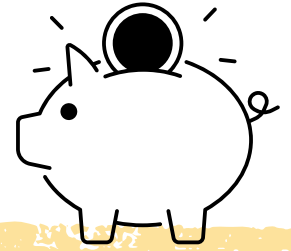
# STAFF BENEFITS



## CONTRIBUTORY PENSION SCHEME

(HIGH EMPLOYER CONTRIBUTIONS)

FREE ONSITE PARKING



## EMPLOYEE ASSISTANCE PROGRAMME

EYE CARE, FLU JAB, CYCLE TO WORK SCHEME



ACCESS TO FREE MORTGAGE SERVICES  
TECH SCHEME



## ANNUAL STAFF FUNCTIONS

PROFESSIONAL, PASSIONATE & FRIENDLY TEAM



## ZZZZZZ DISCRETIONARY DAY OFF PER YEAR\*

(PRO RATA FOR PART TIME EMPLOYEES)

PART OF THE SUPPORTIVE AND WELCOMING GREENFIELD  
SCHOOL COMMUNITY

COMMITMENT TO ONGOING CPD

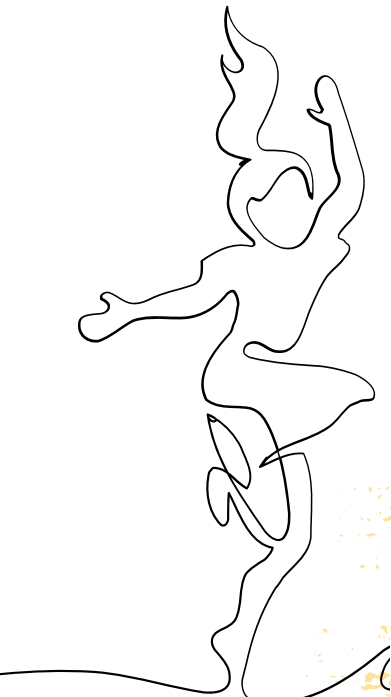
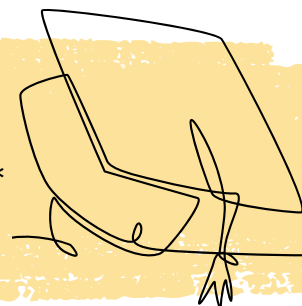
## HOT LUNCH & SALAD BAR DURING TERM TIME

BEAUTIFUL HIGH-CLASS FACILITIES, INCLUDING ON SITE  
FOREST SCHOOL AND ACCESS TO 10 ACRES OF GROUNDS

FREE BREAK TIME REFRESHMENTS

## STAFF DISCOUNT ON SCHOOL FEES\*

\*(FOLLOWING SUCCESSFUL PROBATIONARY PERIOD)



# JOB DESCRIPTION

## STATEMENT OF RESPONSIBILITIES

The education of pupils in accordance with the requirements of the conditions of employment detailed in the Greenfield School Contract of Employment, having regard to the school's policies and schemes of work. To share in the responsibility for the discipline, supervision and welfare of all pupils.

## KEY RESPONSIBILITIES

### LEADERSHIP AND MANAGEMENT

- Develop and implement a whole-school strategic vision for the Mathematics Department, aligning with the school's ethos and academic goals.
- Provide strong, supportive leadership to the Mathematics team, fostering collaboration, professional development, and innovation.
- Monitor and evaluate teaching and learning within the department to ensure high standards and consistency.
- Maintain up-to-date knowledge of curriculum developments, best practices, and technologies in mathematics education.
- Act as an ambassador for mathematics, showcasing its successes and celebrating pupil achievements to inspire enthusiasm among students, parents, and the wider school community.

### TEACHING AND LEARNING

- Deliver dynamic, engaging, and differentiated lessons across the Key Stage 2 age range, ensuring all pupils reach their full potential.
- Oversee assessment data for the subject and the preparation of pupils for entrance exams, scholarships, and national assessments.
- Foster a love of mathematics, encouraging creativity, curiosity and problem-solving skills.
- Work with the Learning Enrichment Department to identify and support pupils with additional learning needs or exceptional mathematical ability.

### CURRICULUM DEVELOPMENT

- Design, review and enhance a comprehensive and challenging maths curriculum, ensuring it meets the needs of all learners.
- Promote cross-curricular links and creative approaches to teaching mathematics.
- Integrate digital tools and resources to enhance pupils' mathematical understanding and engagement.

KEY RESPONSIBILITIES CONTINUE ON THE FOLLOWING PAGE

## KEY RESPONSIBILITIES CONTINUED

### ADMINISTRATION

- Manage departmental resources, including the mathematics budget, ensuring efficiency and alignment with strategic goals.
- Organise and lead mathematics-related activities, clubs, events and competitions to enrich the curriculum.
- Maintain accurate records, contribute to reports, and communicate effectively with parents and colleagues regarding pupil progress.

### DISCIPLINE, HEALTH & SAFETY

Maintaining good order among the pupils, upholding the school's Behaviour, Rewards, Sanctions and Exclusion Policy, safeguarding the health and safety of pupils on school premises, and during authorised off-site school activities

### COVER

Staff are expected to take temporary responsibility for any pupils, for a reasonable time, whose teacher is not available to teach them throughout the school.





# CONDITIONS OF EMPLOYMENT

## REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive and dependent upon experience.

## HOURS OF EMPLOYMENT

The role is 40 hours a week, term time (including Inset days). The hours are full time 8am - 4.30pm, Monday - Friday. Teachers are expected to occasionally work outside of these hours for training or school events.

## EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications, and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.



# HOW TO APPLY

**CLOSING DATE: FRIDAY 21ST FEBRUARY AT MIDDAY**

**INTERVIEW WINDOW: W/C 3RD MARCH**

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview.

Only the school's application form will be considered. We are unable to accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.



# GREENFIELD SCHOOL

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