



**Windlesham
House School**

- Est. 1837 -

CHARTERHOUSE
FAMILY OF SCHOOLS

Candidate information for

Head of Maths

Autumn Term 2026

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A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – active learner, critical thinker and explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

Windlesham House has recently joined the Charterhouse family of schools which marks an exciting stage in the school's history and will ensure a long and successful future too. Close and purposeful links between our schools have already been established and over the coming months, these will be further developed to provide increased opportunities and enrichment for pupils and staff. It is certainly an exciting time to be part of the Windlesham team!

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'. The signature is fluid and cursive, with a large initial 'B'.

Ben Evans
Head

The role

Are you an experienced and ambitious teacher looking for an exciting new opportunity? Are you passionate about the shaping the next generation of mathematicians?

Windlesham House is seeking an engaging and creative head of maths with the enthusiasm and ability to bring excellent progress and enjoyment to pupils' learning. This is an exciting opportunity for a current head of department or an ambitious and highly skilled teacher who is eager to take the next step in their career.

Our new head of maths will be responsible for the strategic development of the subject throughout the school from the Pre-Prep to Year 8. The successful candidate will teach in KS2 and KS3 whilst also supporting colleagues to deliver appropriate schemes of work across all year groups. The ability to teach to scholarship level at 13+ and to prepare pupils for a variety of senior school entrance examinations is essential.

The successful candidate will be required to work collaboratively and effectively with the deputy head (academic) to develop the teaching and assessment of maths throughout the school. High level interpersonal and communication skills are expected and the ability to enthuse teaching staff and provide leadership to achieve academic excellence are essential.

Windlesham House is a vibrant and busy community which embraces innovative teaching and pastoral practice based on consultation with pupils, parents, staff and governors. Our new head of maths will need to be flexible and forward thinking in their approach, inspiring others to deliver excellence in teaching and learning.



Windlesham House is a distinctive school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.



Leadership

- Lead the successful delivery of maths at Windlesham House, line manage subject teachers and support staff in the delivery of maths
- Support the aims and objectives of the school and help promote a positive climate in which the school is always striving to review and improve its effectiveness and efficiency
- Take a leading role in teaching and learning policy development across the maths department
- Liaise with the deputy head (academic) over departmental self reviews (DSR) and take a lead role in the process
- Encourage staff to discuss developing ideas in the subject and foster an atmosphere of discovery to enhance their perception of the subject
- Actively promote and maintain positive relationships with parents and other schools
- Support the SLT in developing and maintaining high morale and confidence among all staff, and to set an example of high professional standards and leadership
- Liaise and form links with senior schools to promote maths teaching at Windlesham House
- Support the deputy head (academic) in developing and maintaining high morale and confidence among departmental staff and set an example of high professional standards and leadership at all times
- Develop the school as a centre of excellence for the teaching of maths through innovative teaching methods

Teaching and learning

- Set an example of excellence as one of the school's leading practitioners to inspire and motivate other staff
- Teach an appropriate timetable agreed in advance with the Head
- Ensure effective curriculum coverage, continuity and progression in the subject area for all pupils
- Establish high expectations and ensure that clear targets are set for pupil achievement including those with special educational needs and the gifted and talented.
- Play an active role in the professional development of staff and in the organisation and delivery of appropriate INSET. Digital learning responsibilities

Key responsibilities

- Develop and implement policies and practices for the subject which reflect whole school aims and objectives
- Create a climate which enables other staff to develop and maintain positive attitudes toward the subject and teaching it
- Demonstrate both enthusiasm and high standards of teaching to members of the department and pupils
- Establish short, medium and long-term plans for the development and resourcing for the subject which contribute to whole school aims, policies and practices and identify realistic targets for the development of the subject
- Support the staff in the development of their teaching responsibilities in order to promote high quality maths teaching and learning across the school
- In liaison with the deputy head (academic) oversee and monitor the academic achievement of pupils including their progress against targets set
- Communicate effectively with members of the school through formal and informal meetings and briefings
- Ensure the maths 'eZxcellence Folder' is kept up to date and accurately reflects the high standards of the department and pupil achievement
- Coordinate trips and visits as appropriate
- Be a form teacher

Pupil progress

- Develop clear policies for assessing, recording and reporting on pupil achievement, and using these to set targets for further improvement across the department
- Coordinate and proof-read termly reports for the department
- Write pupil references for senior school entrance and meet with parents to advise on senior school and scholarship choices

Pupil Behaviour

- Promote high standards of achievement, behaviour, attendance and punctuality from all pupils including the good order of classrooms
- Make contact with parents to discuss pupil behaviour
- Meet regularly with the senior deputy head and deputy heads (academic and pastoral) with regard to pupil progress and welfare





“The family feel and supportive atmosphere comes up time and again with Windlesham pupils, who feel nurtured and supported by everybody from the head down.”

Muddy Stiletto's review 2022

Standards and quality assurance

- Support the aims and ethos of the school
- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents
- Set a good example in terms of dress, punctuality and attendance
- Take part in the Windlesham House staff appraisal process
- Attend and participate in presentations for parents and pupil performances/productions
- Uphold the school's code of conduct and dress code
- Attend team and staff meetings, parents' evenings, speech day, inset sessions and similar important functions both in and out of normal school hours and participate in open days for prospective parents and pupils

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the school's child protection policy statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, they must report any concerns to the school's designated safeguarding lead.

We are looking for

Qualifications/professional development

Essential

- Good degree from respected university
- Qualified teacher status
- Must be able to teach up to scholarship standard
- Evidence of continuing professional development relating to school leadership and management and curriculum / teaching and learning
- A track record of leading successful education initiatives and managing change

Desirable

- Postgraduate level qualification
- Secondary trained
- Experience of working with other schools / organisations / agencies
- Experience of leading / co-ordinating professional development opportunities

Skills and experience

- Coach and mentor staff
- Experience of different schools
- High degree of proficiency with ICT that is required in order to process and analyse the academic and pastoral data that is involved with this role
- Exceptionally high standards regarding accuracy, clarity and consistency of language, including writing and proofreading skills
- Excellent presentation skills
- Full commitment to promoting school values
- An excellent listener and calm communicator with pupils and colleagues





What we offer

- Access to the Aviva Pension Trust for Independent Schools (APTIS). This is a defined contribution scheme for teaching staff
- Cash health plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every three years)
- Membership of the school's nine hole golf course at a reduced subscription
- Participation in a 'cycle to work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during your normal working day (term time only)
- Free parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- Continuing professional development as part of our talent management programme
- Invitations to school productions and concerts throughout the year

Terms and conditions

All appointments are subject to an enhanced check with the Disclosure & Barring Service and at least two references from past employers including any school employment during your career.

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- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's health and safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives

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How to apply

Completed applications should be emailed to hr@windlesham.com. The closing date is Thursday 19 March. Applications will be reviewed as they are received. Interviews will be held week commencing Monday 23 March. Therefore we would encourage candidates to apply early in the process. The appointment start date will be September 2026. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter no more than two A4 pages summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our [Recruitment, Selection and Disclosures Policy](#). If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's designated safeguarding lead or to the Head.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including world languages and sports academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our green plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”

Ben Evans, Head



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Windlesham House is part of the Charterhouse family of schools