



Information for Applicants

Head of Mathematics

Required for September 2026



Battle Abbey School, High Street, Battle, East Sussex TN33 0AD

Tel: 01424 772385

www.battleabbey.school

For further information please contact Hannah Blake at Headteacher@battleabbey.school



CONTENTS

- Letter from the Head
- The Mathematics Department
- Job description
- Person specification
- Key dates



Dear Applicant,

Thank you for your interest in our exciting vacancy for Head of Mathematics. This is a full-time position for a core and highly valued subject, and we are looking for a candidate with the experience, strategic insight and enthusiasm to lead and inspire both students and staff across all key stages.

Battle Abbey School is an all-through school for children from 3 months to 18 years of age. We are an independent, co-educational day and boarding school in East Sussex and have the privilege of the Senior School being based at the English Heritage site of Battle Abbey and the Preparatory School being close to the beautiful Bexhill coastline. This allows us to provide a wealth of educational opportunities steeped in history and quintessential English countryside, blended with the needs of 21st century learning, numeracy, literacy and life skills.

Our size creates a caring and supportive family environment, in which a strong community of both pupils and staff focus on the importance, wellbeing, and potential of each individual child. Embracing continuous improvement, it provides high quality pastoral care and sensitive discipline, allowing excellent academic outcomes. Located in a unique historical setting, the School's rich past and many of its traditions are based on Christian values but, importantly, the School welcomes students from all faiths and none. The Governors regard the safeguarding of children as paramount in the school and work to ensure that this is reflected in all elements of school life. We are a mixed-ability school that embraces diversity and inclusive teaching for learning strategies for the success of all in our community. We are very proud of our pupils' many and varied achievements and their wellbeing, along with our staff wellbeing, is very important to us. The successful candidate must therefore support the School's ethos and become an active, caring and valuable member of our community.

We are seeking an excellent Head of Mathematics for September 2026 to lead and further develop the Mathematics department in our Senior School. The successful candidate will have responsibility for the strategic direction of the department, including curriculum planning, assessment and tracking of pupil progress, and the ongoing development and support of staff. They will teach Mathematics across the age range 11–18, including at A level. They will lead the development of syllabuses, schemes of work, resources, marking policies and teaching for learning strategies, ensuring high standards and strong outcomes for all pupils. There are potential whole school responsibilities and leadership opportunities depending on the successful candidate's current experience and aspiration.

All staff take part in our timetabled societies lesson and lunchtime and after-school clubs. Therefore, the ability to offer something to contribute to our supra-curricular or extra-curricular provision would be an advantage. There are also numerous opportunities to get involved with our Preparatory School, Boarding and House system as well.

Battle Abbey School has gone from strength to strength in recent years and we are in an exciting phase of our development where we are expanding our teaching and learning facilities, our curriculum and our professional development opportunities for staff. Our staff team is highly skilled and brings a wealth of experience and expertise, with the aim that every child is encouraged, enabled and empowered to succeed in whatever field and endeavours they may choose. I hope this information will help you in your decision to apply for this post. If you have any questions, contact the HR Manager, Mrs Alison Ambrose, on 01424 772385 or via email at headteacher@battleabbeyschool.com. I look forward to receiving your application.

Yours sincerely,

Hannah Blake



THE MATHEMATICS DEPARTMENT

The Mathematics department at Battle Abbey School is a well-established and successful one, playing a central role in the academic life of the School. The key teaching rooms provide a focused and well-resourced environment in which students can develop confidence, fluency and problem-solving skills. Many of our students join us in Year 7 from the Battle Abbey Preparatory School, and we aim to maintain strong curricular and pedagogical links with the Mathematics department there. In Year 9, we are joined by students from local preparatory and state schools. As a boarding school, we teach students from around the world, some of whom join us for a term, while others live and study at the School from Year 7 through to Year 13. All international boarders follow the same Mathematics curriculum as those with English as a first language, with appropriate support where required.

Students follow Pearson Edexcel specifications at GCSE and A Level. At Key Stage 4, all students study Mathematics, with opportunities for Further Mathematics where appropriate. At A Level, students study Mathematics and Further Mathematics, covering Pure Mathematics, Statistics and Mechanics, with strong progression to STEM-related degree pathways.

Mathematics is a popular and high-performing subject at both GCSE and A Level. A high proportion of students achieve the top grades, with strong value-added outcomes. However, equally important to us are the progress students make from their starting points, the development of mathematical confidence and resilience, and the ability of all pupils to apply their learning effectively.

The department offers a range of enrichment opportunities, including extension and support sessions, participation in national competitions such as the UK Mathematics Challenge, and problem-solving activities for keen mathematicians. Sixth Form students are encouraged to take part in enrichment activities that support university applications and wider mathematical thinking.

We would welcome any contribution to the continued development of these opportunities, as well as new ideas to enhance teaching and learning, stretch the most able, and support those who find Mathematics challenging. The successful candidate will provide clear leadership and vision for the department, ensuring that Mathematics remains engaging, ambitious and accessible for all students.



Head of Mathematics

Job Description

Summary of the role:

At Battle Abbey School, we are committed to providing academic excellence, exceptional pastoral care and promoting personal development for our students, recognising the profound impact these have on their overall well-being. We are seeking an inspiring and strategic Head of Mathematics to build on the exceptional achievements of this high-performing team. With a strong track record of outstanding results, innovative teaching, and a culture of collaboration, the Mathematics department is well-placed for continued success. This is a fantastic opportunity for a passionate and driven leader to shape the next phase of our mathematical journey and make a lasting impact across the School.

The colleague will be line managed by the Director of Studies and work closely and collaboratively with our Heads of Year, tutors and pastoral team to support students with Mathematics. They will work closely to develop links with other subjects through Head of Department meetings. They will work predominantly to review and develop practices at the Senior School but they will develop positive working relationships with Mathematic leaders at the Prep and Nursery to set up collaborative approaches and coherent strategies to support a through school teaching of Mathematics.

Main Responsibilities:

Strategic Leadership

- Oversee department development planning.
- Complete an annual department review with the Headteacher and relevant line manager.
- Advise the Director of Studies and Headteacher about staffing provision including providing a job description and information about the department for inclusion in job specifications.
- Liaise with the appropriate staff at the Prep School to foster the best possible relationship and contribute to the smooth running of Mathematics within the whole school.
- Maintain and grow links with other educational establishments.

Curriculum & Teaching Excellence

- Elevate student achievement by monitoring, assessing, and recording students' work and progress regularly.
- Elevate teaching quality by observing members of the department, analysing data, and sharing good practice in the department. Advise on the appropriate CPD opportunities where necessary and/or useful.
- Keep up-to-date with all aspects of curriculum development, with special reference to examination syllabuses. Ensure that an appropriate scheme of work is agreed and applied, reviewing on an annual basis.
- Advise on repercussions on the timetable of any changes in the departmental scheme of work or examination requirements, along with rationale for setting of classes.
- Promote British Values and the spiritual, moral and social development of the students through the curriculum.
- Promote within the department a wide range of teaching styles that promote both knowledge and understanding and that ensure high standards of accuracy and presentation.
- Ensure that homework is regularly set (in line with the School Homework Policy) and that it is promptly and thoroughly marked and fed back to students (in line with School marking and feedback policy).
- Liaise with the Director of Studies and Exam Secretary to ensure that students are entered for the correct syllabuses and external examinations, well-briefed on the requirements and structure of the various examinations, and that all information from the examination boards is distributed to students and parents.
- Ensure that appropriate revision programmes are devised for students.
- Be available during the public examination results period to advise as appropriate.
- Elevate student achievement by monitoring, assessing, and recording students' work and progress regularly.

People Management

- Allocate responsibilities and see that duties are carried out.
- Inform departmental members of school policy and see that it is implemented.
- Organise effective departmental meetings, with agendas.
- Oversee staff professional development and encourage in-service training.
- Organise effective and sensitive support for colleagues, especially for those new to the department.



- Be aware, sensitively and unobtrusively, of colleagues' personal circumstances.
- Communicate and co-operate with other departments.
- Carry out school induction procedures for new appointees and complete their regular probationary reviews, giving advice and guidance for improvement.
- Deal professionally with minor areas of concern with staff.

Resource Management

- Resource the department with relevant and up-to-date books and equipment within agreed budgets.
- Advise the Line Manager about departmental needs.
- Prepare the annual budget and discuss spending priorities with the department and Bursar, whilst keeping an accurate record of departmental expenses.
- Ensure that rooms, furniture, equipment, wall displays etc., are maintained to a high standard.
- Keep a proper inventory of equipment.
- Ensure that resources are stored securely.
- Manage or supervise persons providing support for teachers.
- Order and allocate equipment and materials.

Quality Assurance

- Ensure that homework is regularly set and that students' work and progress is monitored, assessed and recorded regularly.
- Meet regularly (usually fortnightly) with the relevant line manager to review departmental progress.
- Elevate teaching quality by observing members of the department, analysing data, and sharing good practice in the department. Advise on the appropriate CPD opportunities where necessary and/or useful.
- Engage, reflect and seek to develop as a practitioner by working within the school's appraisal system.
- Participate in arrangements for professional development, staff meetings and Heads of Department meetings.
- Ensure compliance with Health and Safety at Work policy and procedures within the department and use technical and operational knowledge to ensure a safe environment.

Student intervention strategies

- Be aware of those students who need pastoral or academic support and ensure that appropriate action is taken.
- Apply departmental sanctions where appropriate.
- Make sure that staff are aware of any circumstances affecting students: e.g. SEND, SEMH, EDIB
- Take responsibility for the behaviour of all students who use the department and assist colleagues in cases of disciplinary problems.

Parent/stakeholder engagement

- Keep parents appropriately informed about students' work and progress.
- Liaise with parents as appropriate, building positive and constructive relationships.
- Liaise with other departments on cross-curricular objectives.
- Communicate and co-operate with persons or bodies outside the school.

The job description is not intended as an exhaustive list of all the duties that the postholder is expected to perform, and this document is subject to annual review as part of the appraisal function.

PERSON SPECIFICATION

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good honours degree in Mathematics, or a relevant subject area(s) • Teaching qualification 	<ul style="list-style-type: none"> • A good track record of recent, relevant professional development
Experience	<ul style="list-style-type: none"> • Proven track record of outstanding classroom teaching and delivering excellent outcomes for students across a range of abilities and key stages. • Demonstrated leadership experience, either as a current Head of Department or in a significant departmental role (e.g., Second in Department, Key Stage Lead). • Strong understanding of curriculum development, assessment, and pedagogy within Mathematics. • Ability to analyse and use data effectively to drive progress, set targets, and identify areas for improvement. • Excellent communication and interpersonal skills, with the ability to inspire and support both staff and students. • Proven ability to lead and manage a team, including performance management, professional development, and fostering a collaborative and ambitious departmental culture. • Experience of teaching extra-curricular and supra-curricular classes. 	<ul style="list-style-type: none"> • Experience contributing to whole-school initiatives or working with other departments on cross-curricular projects. • Experience of successfully mentoring or coaching colleagues. • Up-to-date knowledge of national developments in Mathematics education and the ability to implement best practice. • Experience with or understanding of successful intervention strategies for student achievement. • Experience of working with relevant examination boards. • Knowledge of Further Mathematics qualifications.
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to use range of teaching strategies including adaptive teaching to support mixed-ability classes • Excellent written communication, oral, IT skills • Good time-management and organisational skills • Knowledge of examination boards qualifications • The ability to work successfully within departmental and pastoral teams 	<ul style="list-style-type: none"> • Knowledge of working with Examination Officer on qualification entries and results
Personal competencies	<ul style="list-style-type: none"> • Strategic thinking with a clear vision for the future of Maths education. • Commitment to continuous professional development – both personal and for the team. • High expectations of self, colleagues, and students. • Resilient, reflective, and solutions-focused in approach. • Passionate about education and making a positive difference in young people's lives. • Interest in current educational initiatives • Willingness to participate actively in the wider school community • An effective leader who can form positive relationships with colleagues in different roles across the School 	<ul style="list-style-type: none"> • Be positive about innovation and change • Sense of humour • Personal impact and presence
Interests	<ul style="list-style-type: none"> • Willingness to contribute in a boarding school setting 	<ul style="list-style-type: none"> • Evidence of involvement in extra-curricular activities



	<ul style="list-style-type: none">• Potential to offer something extra to the School and its pupils that will enhance the pupils' learning and life experience	
--	--	--



REMUNERATION AND BENEFITS PACKAGE

Battle Abbey School has its own salary scale. Experience and qualifications are considered when setting starting salaries. The School offers a generous defined contribution APTIS pension scheme for staff. All staff benefit from a staff discount on basic tuition fees of 50% for full-time staff, pro-rata for part time staff, and qualify for this benefit immediately.

Other Staff benefits include:

- Lunch throughout term time and tea and coffee available throughout the day. Meals are provided for staff who are required to work in the evening for school events or boarding activities.
- Free on-site parking is provided.
- CPD is encouraged and the school has current membership of the Society of Heads, PiXL and other academic, pastoral and safeguarding agencies that offer training and support. PGCE placements are offered through various universities, and current staff are able to complete these and QTS programmes as part of their own career development.
- Staff have agreed access to the swimming pool and gym.

APPLICATION FORM AND KEY DATES

- Closing date for receipt of applications: Wednesday 10th June 2026
- Interviews for shortlisted candidates: Week beginning 15th June 2026

Applications must be made on the attached application form and should be emailed, together with a short covering letter, to Mrs Hannah Blake (Headteacher) at headteacher@battleabbey.school.

Should you wish to discuss any aspect of your application or require any further information, please do not hesitate to contact the school via headteacher@battleabbey.school.