



FRANCIS HOLLAND PREPARATORY SCHOOL

HEAD OF MATHS AND
TEACHER OF COMPUTER SCIENCE

JOB APPLICATION PACK

MATERNITY COVER | PART TIME OR FULL-TIME

JANUARY 2027



GENERAL INFORMATION

Francis Holland Preparatory School educates girls from 4-11 in an iconic building on Manresa Road, Chelsea, which offers a wealth of impressive facilities enabling the school to be two form entry with approximately 20 girls per class. We offer excellent academic and pastoral education to girls, including sport, music and other co-curricular activities. Francis Holland Preparatory School is known for its nurturing and friendly environment, and we deliver support and individual attention to all pupils. We offer them the very best platform for entry into their chosen senior schools, including Francis Holland's Senior School at Sloane Square. We have a warm and vibrant community that reflects the rich multicultural nature of this part of London.

Francis Holland Schools Trust is an educational charity, founded by Canon Francis Holland in 1878, educating over 1,300 girls and employing over 350 staff. The Trust manages two Senior independent day schools for girls across London; Francis Holland, Sloane Square and Francis Holland, Regent's Park, both educating girls from 11-18, in addition to our Prep School. Academic standards are consistently high, placing Francis Holland Trust Schools amongst the most successful in the UK. The staffing ratio is generous, and the School has its own attractive salary scale.

THE ROLE

Francis Holland Preparatory School is seeking to appoint a highly motivated and proactive professional to work as the Head of Maths and Teacher of Computer Science to start in the upcoming Spring Term, as a one-year maternity appointment.

This opportunity would suit someone who wants to work as part of a small, dedicated team and has a passion for education, specifically maths and computer science. The successful candidate for this post will have experience in maths teaching in Key Stage One and Key Stage Two, with subject leadership experience relevant to the role, and ideally have experience in preparing girls for the 11+. Some knowledge of Key Stage Three maths would also be beneficial. This job is not suitable for ECTs.

The School is open to considering appointments on a part-time or full-time basis, although a minimum of 3 days a week will be required.

Attributes that would suit a successful appointment to this role include:

- Works effectively as part of a team
- Has high expectations of girls' attainment, progress and behaviour
- Has good organisational skills
- Is proactive with a growth mind-set
- Has a good sense of humour!
- Is flexible and confident when presented with new challenges
- Can lead others to meet a shared goal
- Is excited to look at wider curriculum aims and tailor planning accordingly

KEY RESPONSIBILITIES

This role will have the following responsibilities:

- Head of Maths Department for the whole school from Reception to Year 6, with the support of the Deputy Head Academic
- Teacher of Maths to Year 5 - Year 6 for the 11+ process in flexible groups, and group teaching in Reception - Year 4
- Teacher of Computer Science for Year 3 - Year 6

Subject Leadership

- Carrying out the professional duties of a Head of Department under the direction of the Deputy Head Academic and Senior Leadership Team.
- Ensuring the school maths and computing curriculums are delivered to the highest standards by monitoring the quality of teaching and learning in the departments and undertaking lesson observations and work scrutinies in accordance with the school's policies.
- Ensuring there is effective communication between all members of the Maths Department, including organising and chairing effective departmental meetings and undertaking analysis of maths and computing results across the school.
- Reviewing the maths and computing curriculums in conjunction with the Deputy Head Academic to ensure they are comprehensive and progressive.
- To evaluate the effectiveness of teaching and learning, the subject curriculum of maths and progress towards targets for pupils and staff and to inform future priorities and targets for the department.
- Liaising with Class Teachers about maths.
- Managing the budget and resources of the Maths Department effectively and efficiently.
- Liaising with other Heads of Department to promote cross curricular links where appropriate.
- Ensuring adherence to school policies.
- Promote maths throughout the school to engender a love of maths in our pupils.
- Taking responsibility for organising whole-school or targeted events and activities to raise the profile of maths and develop the learning and enjoyment of pupils.

Teaching

- Plan and teach well-structured, high-quality lessons, following the school's plans, curriculum and schemes of work, primarily in Key Stage Two (Years 5 and 6 in particular for maths) but also in EYFS and Key Stage One
- Demonstrate good subject and curriculum knowledge and positively support whole school initiatives
- Set and mark work carried out by the girls in class and for homework
- Adapt teaching to respond to the strengths and needs of girls
- Set high expectations which inspire, motivate and challenge girls
- Promote good progress and outcomes by girls
- Meet the expectations set out in the Teachers' Standards

- Support and work collaboratively with the Class Teachers, and Teaching Assistants, in the Prep School
- Contribute to the marketing of the school through contributions to newsletters and attending school events
- Attend school assemblies and church services
- Provide cover lesson plans for any absence

Pastoral Needs

- Be actively involved in promoting the wellbeing of girls and establishing supportive relationships with the girls
- Understand the emotional and social needs of the girls including regular liaising with the leadership team
- Through positive reinforcement, motivate and encourage girls to do their best
- Identify girls who require extra challenge, support and stretch through planned and engaging activities
- Work closely with the learning support department
- Be a role model for girls through personal standards of conduct, appearance and punctuality
- Report any academic or behavioural problems to the leadership team
- Maintain open lines of communication with parents, in order to support pastoral needs of the girls

Assessment and Tracking

- Assess, monitor, record and report on the learning needs, progress and achievements of girls, making accurate and productive use of assessment and target setting
- Write academic reports (short reports twice a year, full reports once a year) and monitor and evaluate girls' learning
- Make regular assessments of girls' attainment and progress
- Keep records of girls' progress
- Attend parents' evenings to discuss progress with parents
- Provide occasional written reports on girls on request e.g., for school transfers
- Assist the learning support department in the monitoring of progress of specific girls
- Attend termly Pupil Progress Meetings for those girls in the 11+ process, to reflect on girls' learning and progress

Support for the School and General Duties

- Consistently model the Francis Holland Prep School Staff Code of Conduct
- Make a positive contribution to the wider life and ethos of the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Follow school policies on safeguarding
- Support or take on leadership of a club within the co-curricular timetable
- Attend staff meetings, School INSET, and professional courses to enhance teaching effectiveness and qualifications
- Attend functions and events outside school hours when deemed appropriate and necessary to support girls and staff
- Undertake duties as required on the duty rota

FURTHER INFORMATION

New members of teaching staff will automatically be enrolled in The Francis Holland Schools' Trust Group Pension with Aviva (salary exchange scheme) to which members will contribute 10% (the 'Employee' Contribution) and Francis Holland Schools contributes 20% the 'Employer' Contribution).

The schemes offers the **flexibility** to reduce one's own contribution (without affecting the 'Employer' Contribution), and the ability to opt for a lower 'Employer' contribution in favour of a higher salary, as well as the added benefit of **Income Protection**; full details of the scheme, and self-management is available to members via the **Aviva Pension Microsite** upon joining Francis Holland Schools.

In addition, our **benefits package** includes:

- Wellbeing Schemes: WeCare (24/7 online GP consultation, WellHub (generous fitness discounts).
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- The Francis Holland Schools Rewards Hub offering a vast range of retail and entertainment discounts
- Enhanced Maternity & Paternity Pay
- Enhanced sick pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Accredited ECT induction with reduced timetable and mentor support

JOB APPLICATION

Applications should be submitted through the link on the school website, using our application system MyNewTerm. The deadline for applications is 8am on Wednesday 30th September 2026 with first stage interviews online via Teams the following week. The school reserves the right to appoint at any stage. Applications will be reviewed as they are received therefore **early application** is encouraged.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974.