BOLTON SCHOOL
GIRLS' DIVISION

FROM THE HEAD OF GIRLS' DIVISION: LYNNE KYLE
EMAIL: recruitment@boltonschool.org

VACANCY FOR TEACHER OF MATHEMATICS

Required from September 2027, a talented, hard-working and dynamic teacher to inspire in the girls a love of Mathematics and to join an excellent team with a record of success at A Level and in Oxbridge entrance. This is an important role which would suit an ambitious, highly qualified individual wishing to make a significant impact on the success of the School and to enhance the pupils' education, through both curricular and extra-curricular activities. The role would be equally suitable for someone with experience of other schools or for an entrant to the profession.

The successful candidate will be an enthusiastic and committed teacher of Mathematics, capable of meeting the rewarding challenge of inspiring our able and highly motivated pupils from Year 7 to Sixth Form, both inside and outside the classroom. They will be a graduate with a good honours degree in Mathematics or a related subject who has flair and vision together with the necessary academic, educational and organisational experience to succeed in a selective school. They will have knowledge/teaching experience of all aspects of the Mathematics curriculum up to and including Mathematics and Further Mathematics A levels.

They will also be committed to the welfare and individual development of all the pupils in their care, and will be prepared to play a significant role in the wider life of the school by promoting and developing extra-curricular and enrichment activities in Mathematics and/or in other areas of school life.

All pupils in the school receive an iPad, and staff are expected to be fully computer literate. Good communication skills, oral and written, are also essential.

A detailed person specification is included with the application pack.

The Department

The Department is committed to developing the pupils' confidence, creativity and enjoyment of Mathematics. The Department is led by the Head of Department and there are currently eight teachers within the Department. Each member of the department has particular interests and areas of expertise and all full-time members of staff teach throughout the three Key Stages. Pupils are taught in sets from the second term in Year 7, whilst Sixth Form classes tend to be mixed ability. The Department occupies a suite of rooms along a single corridor and there is a departmental office.

Throughout KS3 and KS4, all pupils currently study the core material needed for progression towards their GCSE qualification by the end of Year 11. Higher sets additionally study extension material throughout these years in preparation for the higher level of attainment expected of them by the end of Year 11. A Further Maths GCSE is taught as an optional extra-curricular activity.

Mathematics is a popular subject option at A level, and there are usually three or four Mathematics classes in each of Years 12 and 13 and one class of Further Mathematics in each of Years 12 and 13. There is a good tradition of Sixth Formers going on to Mathematics or related subjects at University.

All year groups have the opportunity to participate in the UKMT challenges and subsequent higher levels for those who qualify and in Years 8 and 9, pupils can take part in the Mathematics team challenge. KS4 and KS5 pupils are invited to join relevant trips and we encourage the Sixth Form to share their expertise with younger pupils as part of our maths mentoring programme.

Bolton School

With some 2,500 pupils, Bolton School is a large, thriving, academically selective day school. It is situated a mile or so from the town centre in a stunning 32-acre campus and is within easy reach of some of the nation's finest cities and countryside.

In Autumn 2021, significant changes were made to the leadership structure of the School Foundation, investing the newly created position of Head of Foundation with overall responsibility. Within the new structure, there are three sections: Girls' Division, Boys' Division and Primary Division. A Head of each Division and the Head of Foundation, together with the Clerk and Treasurer and Director of Operational Services, are the Foundation's Senior Officers; they are directly accountable to the Governors.

Two adjoining and similar buildings, attached by a Sixth Form Centre, house the Boys' and Girls' Senior Schools, each of which provides a traditional academic education from the age of 11 years. The Primary Division includes separate Junior Schools for boys and girls from the age of 7 and a co-educational Infant School and Nursery.

Academic results at GCSE and A Level consistently place Bolton School amongst the top schools in the North of England and often within the top 100 nationally. The School is also renowned for its provision of a wide range of enrichment activities, which take place both during and after the school day. It serves a wide area of the North West, collecting pupils on over 20 coach routes, and provides fee assistance to a substantial proportion of the student body - one in five Senior School pupils currently receives a bursary.

The vast majority of students progress to their first-choice university and the School provides a regular supply of Sixth Formers to highly competitive courses and universities. Whilst the academic work of the two senior schools is largely separate, there are occasionally joint Sixth Form classes and there is considerable collaboration in extra-curricular activities.

Entry to the Junior and Senior Schools is by competitive examination and interview. Interest in the School remains robust and numbers on the school roll have increased in recent years.

How to Apply

We ask candidates to apply online for the position via the School's website at https://bit.ly/4A5sqwN

A competitive salary and benefits package are available.

The closing date is **8.00am** on **Wednesday 09 December 2026**. Interviews will take during week commencing 14 December 2026.

A lesson will be taught as part of the interview process, details of which will be forwarded to those short-listed.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work.

A generous level of PPA is provided which allows members of staff, as valued professionals, to manage their time appropriately and maintain a healthy work-life balance.

We aspire to have a diverse and inclusive workplace to reflect the diversity of our pupils and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and to join Bolton School. As an equal opportunities employer, we welcome applicants from all sections of the community and are committed to the equal treatment of all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Bolton School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.

We look forward to receiving your application.

JOB DESCRIPTION

TEACHER OF MATHEMATICS

GIRLS' DIVISION

To teach subjects(s) judged appropriate by the Head of Girls' Division.

To support the school's ethos, aims and objectives and to follow its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

To contribute to the pastoral and extracurricular life of the school.

General Duties

- To promote the general well-being, progress and learning of pupils.
- To share in the collective responsibility for maintaining good order and discipline in line with the school's Behaviour Management Policy.
- To participate in the school's pastoral system and pastoral curriculum as amplified in the Divisional Handbook.
- To ensure the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To be responsible for the safeguarding of pupils as directed by safeguarding policies.
- To engage with pupil recruitment events as required and agreed, both inside and beyond the school working day.
- To attend appropriate residential visits to Patterdale with form groups as required.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To participate in enrichment activities such as trips and visits
- To participate in outreach and partnership events as agreed, both inside and beyond the school working day.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies, contributing to leading them as agreed and collectively ensuring good order.
- To attend school events beyond the school working day as amplified in the Divisional Handbook.
- To carry out any reasonable tasks as requested by a Head of Division or the Head of Foundation.

Specific Professional Duties

1. Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum intent and variety in pedagogy.
- To teach pupils, according to their individual educational needs.
- To be responsible for an awareness of additional needs (physical, SEND, AG&T) as informed by school information systems.
- To plan and deliver appropriate group and individual interventions.
- To assess, record and report on the development, progress, and attainment of pupils.

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.
- To take a role in departmental administration and planning as agreed and directed.

2. Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.
- To plan and participate in, as appropriate, enrichment activity including trips and visits.

3. Working with others

- To participate in relevant meetings – departmental, divisional, staff, activity, pastoral, INSET, Foundation.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To actively liaise and plan with any person providing support within the classroom.

4. Communication with Parents

- To communicate and consult with parents through agreed Divisional protocols.
- To communicate via year group information and parent consultation evenings.

5. Staff Development

- To participate in the school's Professional Review and appraisal arrangements and school development planning.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION

TEACHER OF MATHEMATICS

GIRLS' DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Upper Second Class Honours Degree or above in Mathematics or related subject from respected University	E	Application Form
Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post	D	Application Form
Knowledge of Health and Safety appropriate to role	E	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Classroom teaching experience within the senior age range	E	Application Form
Excellent relevant subject knowledge, preferably to A Level	E	Application Form & Interview & Reference
An understanding of pupils' educational development from 11 - 18 years	E	Application Form & Interview & Reference
Proven record for securing good public examination results, up to and including A level	D	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies across the age and ability range	E	Application Form & Interview & Reference
Experience of school improvement strategies, including the use of comparative data to set targets	D	Application Form & Interview & Reference
An understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	E	Application Form & Interview & Reference

Application of information and communications technology within the management role and in the context of teaching and learning	D	Application Form & Interview & Reference
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Good communication skills	E	Interview & Reference
Good inter-personal skills	E	Interview & Reference
The ability to prioritise time effectively and plan ahead	E	Interview & Reference
Personal impact and confidence	E	Interview & Reference
Commitment, enthusiasm and integrity	E	Application Form & Interview & Reference
Flexibility and a willingness to learn	E	Application Form & Interview & Reference
Organisational ability and attention to detail	E	Application Form & Interview & Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Application Form & Interview & Reference
A willingness to become involved in the wider life of the school	E	Application Form & Interview & Reference

TERMS AND CONDITIONS

TEACHER OF MATHEMATICS

GIRLS' DIVISION

SALARY

From September 2027, the starting salary will be between £36,917 and £57,199 per annum, dependent on experience. Bolton School has its own salary scale.

The above salary figures include a 5% salary enhancement, which is paid in lieu of membership to the Teachers' Pension Scheme.

HOURS OF WORK

During term time staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Head may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. All teachers will be expected to make a contribution to the extensive extra curricular programme.

HOLIDAY

All school holidays as indicated for teaching staff (rather than pupils) except as described above.

LINE MANAGEMENT

Head of Girls' Division

PENSION

All teachers who join Bolton School will be automatically enrolled into the Bolton School Group Personal Pension Scheme. In this scheme the minimum employee contribution is 6% of gross earnings and the School contributes 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

Further details are available upon request.

OTHER BENEFITS

- Training and development opportunities will be offered.
- A generous level of PPA.
- Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.
- Life Assurance cover at 2 times salary up until the age of 65.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.

- Lunches will be provided free of charge on campus.
- Access to a free Employee Assistance Programme.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.