



# **SUTTON VALENCE** SCHOOL

Candidate Information  
Head of Mathematics

September 2026



## Sutton Valence School Broadening Horizons since 1576



### The School Introduction

Sutton Valence is an all-through independent, HMC co-educational day and boarding school situated in the heart of Kent for pupils aged 2-18.

At the Senior School, whilst not fiercely selective on entry, its value added statistics are impressive. For those subjects Sutton Valence offers at A Level, the School aims to be in the top 10% nationally for adding value, managing to bring out the academic potential in every pupil. Equally impressive is the breadth of education on offer, which at GCSE is tailored to each pupil's strengths, recognising that academic achievement is only one measure of success.

From Year 7 (First Form), all our pupils work on laptops using Microsoft OneNote which acts as repository for class notes, prep and online textbooks. Pupils also make notes on their devices and store them in OneNote so teachers can mark online using digital ink or recording. It is expected that most lessons will use the device at some point although many will use a combination of paper work and device.

Individuality, confidence without arrogance and the strength of character to meet the complexities of modern living with equanimity are the hallmarks of a Sutton Valence pupil.

The Senior School's roll is currently 560 of which around 90 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists with a commitment to continuing professional development.

Contained within the 100-acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool.

Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 250 pupils between the ages of 2 and 11.

## The Mathematics Department

The Mathematics Department at Sutton Valence School is one in which we promote not only successful outcomes in results but, as importantly, an enjoyment of the subject. We are always looking for new, creative approaches to teaching that inspire our pupils to want to take the subject further and understand that confident and engaged learners are the key to this. Within the department collaboration is actively encouraged with members of the team looking to support not only our pupils but also each other.

Within the Department, we actively promote the School community ethos and offer a variety of both support and extension activities within the school day to enable all pupils to be mathematically catered for. Pupils participate in a range of national competitions including the UKMT challenges and we even host our own Junior competition that is fiercely contested by our local schools. Those wishing to apply to university to study Mathematics are offered extension sessions and guidance in order to prepare them for their next steps.

The department use the Edexcel examination board for both A Level and GCSE where, for the latter, we take the International GCSE. In addition to the IGCSE, pupils in the top set are also offered the opportunity to take the AQA Level 2 Certificate in Further Mathematics. The uptake at A Level is strong and pupils are also given the chance to study Further Mathematics to A Level. This not only allows those who want to study Maths in greater depth some additional time, but it also acts as a support for those pupils taking A levels in other subjects that have a high degree of Mathematical content.

Further information on the department is available [here](#).

## Main Tasks and Responsibilities

- To lead and inspire the teaching and learning of your subject in the School;
- To lead and co-ordinate the work of the department;
- To report to the Head of Senior School and Deputy Head (Teaching and Learning) in the Autumn term with analysis of the previous year's examination results and present the academic development plan for the current year;
- To take responsibility for curriculum planning and maintain a current scheme of work, suitable for pupils at all stages of the School, and make available this scheme of work to the Deputy Head (Teaching and Learning) and the Common Room;
- To ensure that appropriate resources are available;
- To attend to all paperwork in relation to the presentation of candidates for public examinations, organise the setting, production and marking of internal examinations, and provide the Deputy Head (Teaching and Learning) with lists of pupils' marks and grades for School examinations;
- To take a lead role in the organisation and delivery of co-curricular activities and enrichment designed to encourage participation;
- To work closely with the Deputy Head (Teaching and Learning) on issues relating to leadership, management and administration within the department;
- To work with colleagues within the department to ensure that the curriculum objectives are met, that lessons are planned and taught effectively and that appropriate homework is set and marked so that pupils know what they need to do in order raise their attainment;
- To assume responsibility for the ordering, maintenance, safety and development of departmental resources and for the planning and control of the departmental budget;
- To track performance of all pupils and offer suitable guidance to pupils and staff to aid raising achievement;
- To attend Heads of Department's meetings;
- To hold and record regular departmental meetings;
- To devise and maintain department policies;
- To implement within the department, at the relevant time for each teacher, the School appraisal system.





## The Post

We are looking to appoint an outstanding teacher, leader and administrator as Head of Mathematics in the Senior School with responsibility for overseeing the continued development of the subject. The post is available from September 2026.

The Head of Department is accountable for the progress of the pupils, the quality of the teaching within lessons, the behaviour, attainment and progress of pupils within lessons, and the reporting of pupils' progress to parents. The successful applicant will be able to teach a diverse range of techniques and processes.

Applicants should have excellent organisational and time-management skills, and enjoy leading and working as part of a team, with an ability to provide effective guidance and support to all colleagues.

The department's teaching style is very much centred on the pupils and their individual needs, and the successful candidate should be fully committed to this aim.

The ability to teach Further Maths would be advantageous.

The Head of Mathematics will be directly responsible to the Deputy Head (Teaching and Learning).

## Other Responsibilities

Outside of the Mathematics Department, there is scope for involvement in the School's varied programme of co-curricular activities.

Opportunities exist to participate in the coaching of major sports, The Combined Cadet Force (CCF) the Community Service programme, the Duke of Edinburgh's award scheme and in our many clubs and activities. All teachers at the School are expected to be heavily involved in the co-curricular and sport programme.

Candidates will be expected to take an active role in the pastoral care of our pupils, which is based on a house system, with vertical tutor groups.

## Vision, Mission and Ethos

### Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

**Our Mission** is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

### Ethos

A community where each cares for all and individuality is cherished.

## Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters of application should state particular skills and attributes you can bring to Sutton Valence School and a brief details of how you fit the position, including specific details of skills, experience and achievements.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). To apply please complete the [application and monitoring form](#) and email it with a covering letter addressed to the Head of Senior School to [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

**Closing date:** Friday 10th October 2025

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

*Sutton Valence School is an equal opportunities employer.*

*Please note: we reserve the right to appoint prior to the closing date.*

# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



**SUTTON VALENCE SCHOOL**  
SINCE 1576

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Sutton Valence School is a member of The United Westminster and Grey Coat Foundation.  
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