

JOB DESCRIPTION AND PERSON SPECIFICATION FORM

Job description 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.	
Summary of the role:	The Teacher of Mathematics will deliver high quality Mathematics teaching to pupils within the Senior School. They will, ideally, may also support the computing department with delivery of a minimal amount of Computer Science periods to a small number of KS3 pupils.
Line management responsibility for:	
Functional Relationships with:	<ul style="list-style-type: none"> • Head of Mathematics • Deputy Headmaster • Subject Co-ordinator for Mathematics (Preparatory School) • Staff Representative
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; • providing stimulating and academically rigorous teaching of Mathematics up to A Level; and possibly teaching an element of computer science to some KS3 pupils. • keeping up-to-date with current developments in content and methods of the subject, remaining familiar with external examinations requirements; • implementing strategies to continue the rise in academic achievement; • developing teaching resources in Mathematics, particularly with regard to differentiation for pupils of different abilities and the increased use of ICT;

	<ul style="list-style-type: none"> • maintaining a sequence of classroom displays and other curriculum materials, to create a stimulating and welcoming environment; • making a full and dynamic contribution to the Mathematics Department and its extra-curricular activities; <p>Whole School</p> <p>Most staff are responsible as tutors for the academic progress and pastoral welfare of a small group of students and all teaching staff enjoy contributing to the wider success of the School.</p> <p>A classroom teacher's professional duties are deemed to include the following:</p> <p>Teaching (having regard to the curriculum of the School):</p> <ul style="list-style-type: none"> ▪ planning and preparing courses and lessons; ▪ teaching the pupils assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the pupils in School or elsewhere; ▪ assessing, recording and reporting on the development, progress and attainment of pupils; and ▪ Implementation of whole school academic policies. <p>Other activities</p> <ul style="list-style-type: none"> ▪ promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to the teacher; ▪ providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports; ▪ making records of, and reports on, the personal and social needs of pupils; ▪ communicating and consulting with the parents of pupils; ▪ communicating and co-operating with persons or bodies outside the School; and ▪ participating in meetings arranged for any of the purposes described above. <p>Assessments and reports</p> <ul style="list-style-type: none"> ▪ providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils. <p>Professional Development</p> <ul style="list-style-type: none"> ▪ participating in the arrangements for Professional Development and Appraisal.
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	<p>Review: further training and development</p> <ul style="list-style-type: none"> ▪ reviewing methods of teaching and programmes of work; and ▪ participating in arrangements for further training and professional development. <p>Educational methods</p> <ul style="list-style-type: none"> ▪ advising and co-operating with the Headmaster and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements. <p>Discipline, health and safety</p> <ul style="list-style-type: none"> ▪ maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere; and ▪ having regard to the health and safety policies of the School working with the Bursar on their implementation. <p>Staff meetings</p> <ul style="list-style-type: none"> ▪ participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. <p>Covering for absent colleagues</p> <ul style="list-style-type: none"> ▪ supervising and so far as is practicable teaching any pupils whose teacher is not available. <p>Public examinations</p> <ul style="list-style-type: none"> ▪ participating in arrangements for (i) preparing pupils for public examinations and (ii) assessing pupils for the purposes of such examinations; ▪ recording and reporting such assessments; and ▪ participating in arrangements for pupils' presentation for, and supervision during, such examinations. <p>Administration</p> <ul style="list-style-type: none"> ▪ participating in administrative and organisational tasks related to the duties described above, including (i) the management or supervision of persons providing support for the teachers in the School and (ii) the ordering and allocation of equipment and materials; ▪ attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
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You may also be required to undertake such other comparable duties as the Headmaster requires from time to time.

Person Specification 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.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> <ul style="list-style-type: none"> • Good Honours Degree in a related discipline • Post Graduate Certificate in Education 	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> <ul style="list-style-type: none"> • A Second Degree or additional qualification 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> <ul style="list-style-type: none"> • Experience of teaching able pupils at Key Stages 3 and 4, including the delivery of GCSE Mathematics 	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> <ul style="list-style-type: none"> • A proven track record of achieving excellent results • Evidence of successful teaching of, or ability to deliver Advanced Level courses. • Experience as a Form Tutor 	Contents of the application form Interview Professional references

Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent communication skills • Excellent ICT skills • An ability to generate self confidence in pupils 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An ability to teach Mathematics to Advanced Level 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Detailed knowledge and understanding of the Mathematics curriculum in Years 7 to 13 • Knowledge and understanding of teaching and learning styles • Knowledge of how to make learning accessible and enjoyable for the most able and those with learning difficulties 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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