

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Teacher of Mathematics	Name:	
Reports to:	Head of Department	Issued/Reviewed:	
Pay Scale:		FTE	Full Time
Employment Status	Permanent		
Allowance:	N/A		

To be line managed by:

1. **Teaching and Learning:** (42 /50 teaching periods)

- To promote a Growth Mindset at all times
- To be responsible for the planning lessons using Higher Order Thinking Skills (HOTS), and delivery and assessment of differentiated, challenging lessons
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning projects, assignments and/or coursework/Controlled assessment in line with department/faculty policy using FROG.
- To provide accurate, developmental written and oral feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including Tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments. To use the school's Curiosity, Perseverance and Reflection (CPR) system to recognise hard work, effort and positive learning behavior
- To use the school's B4L policy to maintain the highest standards of behavior at all times

2. **Additional Responsibilities - Optional**

•

3. **Pastoral Support**

- To be a form tutor and foster a positive relationship with students
- To communicate with Pastoral Team
- To take the register
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of group through target setting, planner review etc.
- To ensure "Thought for the Week" is delivered
- To provide written reports on social and academic progress as requested
- To monitor academic performance
- To encourage students' involvement in extra curricular activities and support House activities as appropriate

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Headteacher

Person Specification: Classroom Teacher	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching	✓	
6 th Form experience		✓
Record of continuing professional development		✓

Knowledge		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives		✓
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting		✓

Skills		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills		✓

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”		✓
Raising the profile of your subject within the school and community		✓
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)	✓	

The Mathematics Faculty

Mathematics is a popular and successful faculty achieving excellent results at all Key Stages. In 2016 we had an 87% A*- C GCSE pass rate, with 37% achieving A*-A. At KS5 84% of students achieved A*-C for A-level Maths, with 42% achieving A*-A; all further maths students achieved A*-B as expected.

Faculty Staffing

Our enthusiastic maths faculty currently has 7 full time and 6 part time specialist maths teachers, and a small number of teachers who teach other subjects as well. It is a strong faculty which works well together, supporting each other and sharing resources.

Faculty Accommodation

The mathematics faculty has a suite of seven rooms, which includes one ICT room of 32 computers. Six of the rooms currently have Smartboards and the other has a whiteboard and projector. We have a central maths office, where each member of staff has their own space in which to work. There is also a small study room which is used for: small group work with KS3 students during registration and some lessons; helping sixth form students; academic mentoring.

Mathematics Teaching

All students are taught in ability groups from September of Year 7. Students are assessed regularly throughout the year and movement occurs between sets as appropriate during the academic year.

The scheme of work is a continuous one over the five years with consolidation and extension built in at all levels. Our scheme of work includes lesson plans and presentations for every lesson so that every teacher can just adapt these for their class as appropriate. The students in years 7 and 8 have access to the MyMaths ebook for use at home, using the previous version (Maths Links) in school. At GCSE we currently follow the Edexcel linear course; all students are provided with a copy of the textbook endorsed by the exam board.

The maths faculty has subscriptions to two websites to support the students in their learning: MyMaths and Maths Watch. We also regularly use Mangahigh. Several teachers currently have mini ipads to use in lessons as we explore more ways of using technology in lessons to enhance them.

Maths at A level has grown in popularity and we usually have over forty students continuing with the subject in Year 12.

At AS Level: Edexcel Mathematics Specification - students sit Core Mathematics 1 and 2, plus Statistics 1.

At A2 Level: Edexcel Mathematics Specification - students sit Core Mathematics 3 and 4; plus Mechanics 1 usually.

At AS & A2 Level: Further Mathematics. Students usually sit: FP1, FP2, FP3, M2, M3 and S2.

Extra Curricular

We seek to provide extracurricular opportunities for students to engage with mathematics and numeracy at all levels. Able students in all year groups have the opportunity to take part in UKMT National Mathematics Challenge competitions, and the team maths challenges. All KS3 years have a House competition each year. Year 7 do a Maths Trail around the school whilst Year 8 have a team competition, which is organised and run by the maths prefects. Whilst the main team consists of three students, all the members of the House have activities to complete that count towards the final result. Year 9 have a noticeboard competition where they have to create a display that links maths with an International theme. Sixth form students volunteer to undertake classroom attachments in which they support KS3 lessons. Sixth form and Year 11 G&T students have the opportunity to attend the Maths Inspiration Day in Reading each year, and other opportunities provided by FMSP are taken up as well.

About the School

Thank you for your interest in applying for a post at The Holt School. We hope that the information included in this pack will be enough to enable you to make a decision as to whether to apply for a position with us either as a teacher or as a member of support staff.

The Holt School is an “outstanding” (OFSTED June 2008) seven-form entry converter academy for girls aged between 11 and 16 and with a co-educational Sixth Form. It has specialist Language and Science College status. It serves the market town of Wokingham and surrounding villages. The Holt is one of 4 secondary schools in Wokingham town, one of which is a boys’ school and the other 2 are mixed. Wokingham Borough Council is the local authority with whom the school works closely. The original school numbered 23 but there are now 1256 pupils, 235 of whom are in the sixth form.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extending to 13 acres, form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As an International School we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school is successful and demands a lot from its staff and the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and we have an A*-C pass rate of 84% including English and maths. ‘A’ level results are excellent with a 99% pass rate this year. 57% of students gained an A*AB of which 28% were A*A and we have over the last five years achieved A*-C pass rates of over 80%.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4

We have a staff of over 150: 95 teachers (some part-time) and 60 support staff (administrators, technical support, technicians, Cover Supervisors, Learning Support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate.

Please contact us if you have any questions or to arrange a visit. Even Further information can be found on our website <http://www.holtschool.co.uk/>.

We look forward to hearing from you and to receiving your application.