

## JOB DESCRIPTION

<b>Post:</b>	<b>Teacher of Maths</b>
<b>Hours per week:</b>	Full Time
<b>Grade:</b>	<b>Subject Teacher</b>
<b>Responsible to:</b>	Head of Maths
<b>Responsible for:</b>	<b>Teaching Maths from Y5 to Y8</b>
<b>To commence:</b>	January 2018

### **SAFEGUARDING STATEMENT:**

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom she/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

### **General Information**

Maths is an area of great strength at Downsend School. It has consistently been a strong performing department in the school and the Maths Department prides itself on its successful results at Common Entrance and Scholarship, and on the enjoyment of the subject shown by pupils. Year 8 pupils achieved an average of 79% A\* - B grades at Common Entrance in 2017.

Maths at Downsend is taught by three specialist teachers who teach Years 5 to 8. KS1 & KS2 qualified teaching staff teach across Years 2-4. There are three well-resourced Maths rooms, all with SMART boards.

Lower School pupils (Year 2-5) have four to five hours of Maths teaching per week, whilst Upper School pupils (Year 6–Year 8) have four hours per week. From Year 4 upwards, pupils are taught in sets working towards both 11+ and 13+ Common Entrance papers. Years 7 and 8 are taught in CE sets, with a scholarship group usually catered for in each year.

### **Purpose of Position**

To teach Maths to Common Entrance / Scholarship level in Years 5 to 8. The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions document. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Relationships**

The post holder is responsible to the Head of Maths in all matters and works closely with other members of the department.

The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school. The salary will be commensurate with the experience and qualifications of the applicant.

### **Standards and Quality Assurance**

1. Support the aims & ethos of the school
2. Create the annual department development plan, which mirrors the targets of the annual school development plan
3. Set a good example in terms of dress, punctuality & attendance
4. Attend & participate in Open Days & whole-school events & performances
5. Uphold the school's behaviour code & uniform regulations
6. Attend courses to remain up to date in current curriculum development and professional practice
7. Attend as directed, meetings, development sessions, and INSETs

### **Teaching and learning**

1. Carry out teaching duties in accordance with the school's schemes of work
2. Work with the Head of Maths to ensure the progression of Maths teaching and learning through the school
3. Work with the G & T Coordinators to provide pupils with opportunities in and out of the classroom for extension and enrichment, and for scholarship preparation
4. Contribute widely to the extra-curricular life of the School, offering a minimum of 1 hour a week to the Clubs Programme
5. Demonstrate good practice in the teaching areas of responsibility

### **Assessing and Reporting**

1. Record students' work
2. Use IT to assist lesson preparation, teaching and reporting & administration
3. Maintain detailed records of pupils, liaising closely with the SENCO & other colleagues involved in the tracking & monitoring of pupils
4. Monitor, evaluate & review practice in your teaching area
5. Maintain lesson evaluations
6. Mark and return work within the agreed time span, providing feedback & targets
7. Provide assessment reports to monitor student progress
8. Write reports & advise at Parents' Evenings, and communicate effectively with parents about their child's progress
9. Work within the Code of Practice relating to Special Educational Needs

### **Health & Safety**

The post holder is responsible for the safety of all pupils and must ensure that:

1. The resources are maintained in a safe condition for the pupils and School staff
2. Staff carry out operations in accordance with School policy and departmental codes of safe working practice
3. All accidents are reported to the Business Manager via the School's Accident Report Form procedure
4. The Head of Maths, Headmaster and Business Manager are kept informed of any concerns regarding Health and Safety and safe working practices

## Person Specification

The successful candidate is likely to match most or all of the following characteristics:

- A good Honours graduate in Maths
- An outstanding and qualified Maths teacher with a love of their subject
- Very high expectations of pupils' attainment, progress and behaviour
- The ability to teach KS2 and KS3 Maths, and Common Entrance Maths, to Years 6, 7 & 8
- A keen and self-motivated practitioner, who wishes to be a committed team member in a successful department
- An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education
- Calmness and efficiency and the ability to work under great pressure at certain times
- A cheerful and well-presented person
- Excellent communication skills (oral, written and use of ICT)
- Good organisational and administrative skills
- Understanding of the nature of independent education and of the high expectations therein
- Eager to learn and attend INSET as necessary
- Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy
- Aware of the nature of the School and prepared to commit to its all-round ethos
- A good sense of humour is essential, as is the ability to deliver a 'hands on' tactile style of teaching, allied with excellent lab craft
- Willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'

This job description is not intended to be all embracing and the post holder shall be required to carry out whatever the Headmaster shall instruct, commensurate with training and experience.

Signed:



Headmaster