



### **Job Description**

**Job Title:** Mathematics and Geography Teacher  
**Responsible to:** Director of Studies

#### **Main Purpose of Job**

The main teaching responsibilities would be in years 6, 7 and 8, teaching and enabling pupils to pass the Common Entrance examination at 13+ and you may be teaching some pupils towards Common Academic Scholarship level. There will be a need to work closely with other teachers within the Senior and Middle sections of the School.

#### **Key Responsibilities**

Key responsibilities of this role include:

#### **Teaching and Learning**

- Teach Mathematics to the Middle section of the school and Geography to pupils in the Middle and Senior sections of the school, reporting directly to the Director of Studies.
- Ensure lessons are well planned with clear aims and objectives.
- Take into account differing abilities of students and deliver well-differentiated lessons.
- Encourage pupils to be actively involved in the learning process and in reviewing their own performance.
- Identify and teach study skills that will develop pupils' ability to work independently.
- Utilise ICT in their teaching and develop cross-curricular links.

#### **Recording and Assessment**

- Set targets for raising achievement in Mathematics and Geography.
- Continue to develop an understanding of learning needs and the importance of raising achievement among pupils.
- Maintain appropriate class assessment records.
- Assist with the preparation and marking of exam papers

#### **Standards and Quality Assurance**

- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- Take responsibilities for a high standard of display work in the teaching room.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open mornings.

- Uphold the school's behaviour code and uniform rules.
- Participate in INSET and undertake appropriate further training (and pass relevant information on to colleagues) as part of the professional development programme.
- Attend team and staff meetings.

#### **Other duties and responsibilities**

- Share any specific areas of expertise, which would be beneficial towards the development of the school.
- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties. All staff are expected to attend Chapel, Middle and Whole School staff meetings, Parents' evenings, Open Days and Training days as required by the Headmaster.
- Be in sympathy with the spiritual side of school life.

### **PERSON SPECIFICATION**

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>	Qualified Teacher Status	Evidence of commitment to further personal and professional development	Certificates
<b>Experience</b>	Teaching Maths and Geography in KS2 & 3	Experience of Senior school entrance assessments	Interview
<b>Knowledge and Understanding</b>	Good working knowledge of the subjects and of current developments in teaching	The principles and practice of Prep School education	Interview
<b>Personal Qualities</b>	Enthusiastic Sense of humour Sociable Positive Adaptable Organised		Interview

### **TERMS AND CONDITIONS**

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster or Director of Studies to undertake work of a similar level that is not specified in this job description.

The job description is current at the date shown but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.