

# LORD WANDSWORTH COLLEGE



A GREAT FOUNDATION

## TEACHER OF MATHEMATICS

SEPTEMBER 2018

### Job Description

**THE COLLEGE AND ITS ENVIRONMENT:** Lord Wandsworth College (LWC) is one of the country's leading co-educational boarding and day Colleges for approximately 600 pupils aged 11-18. Set within 1,200 acres of its own farmland on the North Hampshire/Surrey border, LWC offers a rich education designed to allow its pupils to flourish in a rapidly changing and challenging 21<sup>st</sup>-century world. A pioneering character education programme overarches the excellent academic, co-curricular and pastoral provision, through which countless opportunities are created for all pupils to develop the qualities and attitudes of mind needed to lead successful and fulfilled lives now and in the future. The College was founded in the early twenties to provide an education for children who had lost one or both parents and their time was spent not only in the College but also working on the farm which was, and remains, an integral part of the LWC landscape. After the War fee payers were admitted and the agricultural side of the school diminished. The Foundation is central to the ethos of the College, and the Lord Wandsworth Foundation still continues to support about fifty children whose families are unable to afford the fees and who have lost the support of one or both parents through death, divorce or separation. These Foundationers, although not identified in any way in the College, add a stimulating dimension to the College's make-up.

**OVERVIEW OF THE COLLEGE:** The College is a boarding and day College with six full days' teaching and activities a week. Pupils have lessons from Monday to Friday but have a varied programme of non-compulsory intellectually enriching co-curricular activities on Saturdays. The College is divided into one junior and seven senior houses. The majority of the pupils return home on a Saturday after games and return on a Sunday evening or Monday morning. Sixty or so full boarders remain over the weekend.

The College had an ISI Inspection in 2017. The report may be read at [www.isi.net](http://www.isi.net)

**TEACHING AT LWC:** Teaching at LWC requires that members of the academic staff be willing to contribute fully to the life of the College. This includes tutoring, co-curricular involvement, boarding house duties, cover duties and attending parents' evenings for the year groups taught. Liaison with parents is included in the sphere of the teacher's responsibilities. Part-time staff will be required to take on similar additional tasks in proportion to their teaching load. They will be required to attend all parents' evening of year groups they teach.

**THE ROLE:** You will be expected to carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Headmaster.

- We teach the Edexcel IGCSE, OCR Additional Maths and Edexcel A-Level specifications;
- You will teach a full range of pupils from 1<sup>st</sup> Form to U6th;

### THE DEPARTMENT:

- There are 7 full-time and 2 part-time staff;
- We have 7 fully equipped Mathematics classrooms with Smartboards.

**PERSON SPECIFICATION:** We are looking for a lively and dynamic teacher to inspire and teach students across the year groups and to contribute to the flourishing and forward

looking department. Experience in teaching A-level Maths is preferable, although the post may suit an outstanding NQT.

## **RESPONSIBILITIES:**

### **1. Planning, Teaching and Class Management**

Teach allocated pupils by planning your teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Being aware of and making provision for all pupils with individual learning support needs;
- Being aware of and making provision for all EAL pupils;
- Being aware that all pupils need to be stretched and challenged;
- Providing clear structures for lessons, maintaining pace, motivation and challenge;
- Making effective use of assessment and ensuring coverage of programmes of study;
- Maintaining discipline in accordance with the College's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and PREP;
- Using a variety of teaching methods to:
  - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
  - Select appropriate learning resources and develop study skills through library, ICT and other sources;
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating your own teaching critically to improve effectiveness;
- Liaising with your Head of Department to ensure the implementation of department policy and best practice.

### **2. Monitoring, Assessment, Recording, Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress in line with the College's Marking and Assessment policy and the departmental policy;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures;
- Offer informative and formative feedback to parents at parents' evenings;
- Undertake assessment of pupils in line with departmental and College procedures, and adhere to the College's systems for reporting to parents.

### **3. Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Know subject(s) or specialism(s) to enable effective teaching;
- Take account of wider curriculum developments;
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and pupils;

- Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, and events with partner schools;
- Take responsibility for your own professional development and duties in relation to College policies and practices;
- Liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

**PAY:** Competitive cover rate of pay, dependant on experience.

**DIRECT LINE MANAGER:** Sally Dawson-Couper, Head of Mathematics,

**BENEFITS:** Benefits associated with the position include death in service cover. You may be eligible after three months service to our Group Medical Insurance Scheme and College's contributory Group Personal Pension Scheme; premiums of both schemes are paid by the individual. Use of the College sports facilities. Lunches will be provided during term time only (when working hours go over a lunch break).

**HEALTH AND SAFETY:** All members of staff must comply with Health and Safety legislation and policies and Equal Opportunities policies.

**CHILD PROTECTION:** School child protection procedures must be adhered to. All staff are required to attend a Child Protection course run in-house during their induction period, which covers confidentiality aspects of working as a team.

**DISCLOSURE AND BARRING CHECK (DBS):** All new employees at Lord Wandsworth College can only be employed once a Criminal Background Check and Children's Barred List check has been carried out by the DBS, and satisfactory references have been obtained.

**DATA PROTECTION ACT:** All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal. As such you will be expected to comply with statutory Data Protection and implement good practice in data handling processes.

**RESPONSIBILITY FOR OWN CONTINUING EDUCATION/TRAINING:** All employees have the responsibility to take part in any appropriate in-house or off-site courses or training that are deemed necessary for performance of the role.

**INDUCTION:** The school follows an established induction programme for new staff comprising mandatory training for all those working in education. Appropriate training will be offered.

**FURTHER INFORMATION:** Any further employment or application questions should be directed to the HR Assistant on 01256 860296 or [timmins@lordwandsworth.org](mailto:timmins@lordwandsworth.org) Alternatively please contact the HR Advisor on 01256 860217 or [patemanj@lordwandsworth.org](mailto:patemanj@lordwandsworth.org)

If you are invited for interview the Head of Maths will be able to answer any queries you may have at this stage and is contactable on [coupers@lordwandsworth.org](mailto:coupers@lordwandsworth.org) or in the department on 01256 860276.

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing College environment.*