

**TEACHER of MATHS**

**JOB DESCRIPTION and PERSON SPECIFICATION**

**September 2018**

**OVERALL RESPONSIBILITY:**

The Dragon seeks to appoint a graduate to teach Maths to Years 4 to 8 who will be willing to make a wide contribution to the life of this busy, exciting and successful school. The position would suit a teacher with senior school (independent or maintained sector) experience, as well as those who have experience of teaching children of prep school age (8-13 years), whether as a newly qualified teacher or teaching for a number of years. Children take Common Entrance and Scholarship exams to leading senior schools at the end of Year 8.

The Department is lively, well-resourced and fully abreast of the latest developments in teaching and looks to develop potential in all areas of the subject.

All staff contribute to extra-curricular activities. Games players would obviously find their talents used, but the school is large enough for a great variety of cultural and academic interests to be welcomed and to provide ample opportunities for further career progress within the school.

**SPECIFIC DUTIES**:

* To plan, prepare and teach lessons (about 28 out of 44 35 minute periods a week depending on Games commitment – see below) according to the educational needs of pupils assigned to him/her
* To assess, record and report on the development, progress and attainment of the pupils assigned to him/her within the guidelines written in the Staff Handbook.
* As a Tutor, to promote and facilitate the general progress and well-being of individual pupils within any group of pupils assigned to him/her, providing guidance and advice on educational and social matters
* To participate in meetings and other activities, both within and out of school, which provide opportunities both for the exchange of views and for other forms of professional development.
* To carry out the administrative tasks and duties outlined in the Staff Handbook.
* To uphold and follow the Staff Code of Conduct.

***Activities***

* To contribute to the extra-curricular activities of the School by running at least two activities of choice which take place regularly outside school hours.

***Games***

* To assist with the teaching of Games each term for about four hours a week, if possible, or teach extra lessons in lieu.

***Duties***

* General supervisory duties. Weekend duties for residents and one weekend a year for non-residents

**TERMS AND CONDITIONS**

* Salary: dependant on experience
* Hours: 45 hrs per week (Monday – Saturday)

**BENEFITS:**

* Term time only requirement (i.e. all school holidays off except for 3 days Inset at start and end of each term)
* Accommodation at Headmasters discretion
* Teachers’ Pension
* Access to swimming pool during lunch school term
* Meals provided during working hours in school term time
* Access to child care vouchers and cycle to work scheme
* School fees remission of up to 75%

**Person specification: See below**

**PERSON SPECIFICATION**

*Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits; (c) certificates*

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| **Requirement** | **Essential** | **Desirable** | **Assessed by:** |
| **Education, training and qualifications** | 1. *Graduate with relevant degree and teaching qualification.*
2. *Meets core professional standards and if appropriate post threshold standards*
 |  | *(a); (c); (r);* |
| **Knowledge and understanding** | 1. *Good knowledge of the Maths curriculum for Years 4 – 8.*
2. *Excellent classroom practitioner with an understanding of curriculum and pedagogical issues relating to Maths*
3. *Knowledge and understanding of a range of teaching and learning styles*
4. *Confident use of information and communication technology (ICT)*
 |  | *(a); (i); (g); (r)* |
| **Experience** | 1. *Recent experience of teaching primary or secondary mathematics successfully.*
2. *Experience in monitoring and evaluating the quality of teaching and learning*
3. *Evidence of working successfully as a member of a team*
4. *A breadth of appropriate classroom teaching experience*
 | *Teaching experience across the Primary or Secondary age range**Experience of successfully developing a range of teaching styles* | *(a); (i); (g); (r)* |
| **Skills** | 1. *Enjoys teaching children of all ages and devoted to their well-being and education.*
2. *A teacher who is able to command instant respect from his/her peers, the children and the parents.*
3. *Ability to form and maintain appropriate relationships and personal boundaries with children*
4. *Creates a happy, challenging and effective learning environment*
5. *Commitment to the protection and safeguarding and wellbeing of children and young people*
6. *Ability to demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession*
7. *Experienced in using IT in administration (and ideally teaching) and manipulating data.*
8. *Able to work under pressure and to learn quickly the systems and routines of a new school.*
9. *A strong communicator and a good listener.*
10. *Energetic, pragmatic, creative, robust and resourceful*
 |  | *(a); (i); (g); (r)* |
| **Personal qualities** | 1. *Is resilient and demonstrates ability to work in a variety of settings*
2. *A creative teacher who can inspire children’s interest in mathematics.*
3. *Sensitivity to the needs of others*
4. *Openness and willingness to address and discuss relevant issues*
5. *Commitment to high quality teaching and fostering a positive learning environment for children.*
6. *Commitment to continuous professional development*
7. *Commitment to the Dragon School’s policy of equal opportunity and the ability to work harmoniously with colleagues and pupils of all cultures and backgrounds*
 |  | *(a); (i); (g); (r)* |
| **Other requirements** | 1. *Working under pressure and with competing priorities*
2. *Ability to travel to support external activities*
 |  | *(i); (r)* |