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| **Job description** |
| **Teacher of Mathematics**  |
| **Summary of the role:** | Teachers at Wolverhampton Grammar School operate primarily in and around the classroom, but are expected in addition to contribute to the routine and extra-curricular life of the school, and to undertake pastoral work as tutors. The role of a teacher encompasses many areas and the following are minimum expectations: |
| **Subject Teaching** | * to teach and prepare lessons effectively;
* to work within the departmental framework as a member of the departmental team, contributing to meetings and departmental activities;
* to share the necessary administration and preparation in support of the work of the department;
* to support and encourage colleagues;
* to set and mark homework regularly;
* to attend Parents’ Evenings to discuss pupils’ academic progress and future targets;
* to complete mark lists, grades, school reports routinely and occasional special reports on pupils they teach;
* to assist in the promotion of the school by helping to invigilate and/or mark the entrance examination and by making positive contributions to the open day and other marketing activities.
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| **Life of the School** | * to undertake whole school supervisory duties as directed by the Deputy Head;
* to make positive contributions to the extra-curricular life of the school, either as a sports coach, running an extra-curricular activity, in the musical or dramatic life of the school or in other ways;
* to take responsibility for the welfare and safety of pupils in their charge, having regard for the school’s Child Protection, Health/Safety and other policies.
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| **Pastoral and Tutorial care** | * to be responsible for the general welfare of pupils in their tutor groups and to be the first point of contact for pupils needing help;
* to encourage high standards of behaviour, appearance, attendance, punctuality and work; referring persistent difficulties to the Head of Year;
* to complete registration (a legal requirement) – noting absences and lateness;
* to perform efficiently the routine tasks of a form tutor.
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| **The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |

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| **Person Specification** |
| **Teacher of Mathematics**  |
|  | **Essential** | **Desirable** | **Method of assessment** |
|  | These are qualities without which the Applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria |  |
| **Qualifications** | * Qualified teacher status
* Good honours degree
* Good A level qualifications
 | * Evidence of formal in-service training
 | * Production of the Applicant’s certificates
* Discussion at interview
* Independent verification of qualifications
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| **Experience** | * Teach and support students across all abilities and giving confidence to weaker students
* Experience of whole school and / or department initiatives
 | * Teaching experience in an independent school with a proven track record of success
 | * Contents of the application form
* Interview
* Professional references
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| **Skills** | * An ability to differentiate teaching to meet all needs and to stretch the most able
* The ability to motivate and inspire pupils
* Strong ability to communicate orally and in writing
* Empathy when working with others
* Maths competency
* Ability to use variety of teaching methods
 | * Strong organisational skills
 | * Contents of the application form
* Interview
* Professional references
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| **Knowledge** | * Knowledge of A level/GCSE Maths specification
 |  | * Contents of the application form
* Interview
* Professional references
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| **Personal competencies and qualities** | * Passionate about teaching and learning
* Ability to display warmth, care and sensitivity in dealing with children and young people
* A positive attitude to using authority and maintaining discipline
* A willing team player who works productively
* Ability to prioritise
* A willingness to work with parents and carers to ensure positive outcomes
* Willingness to be involved in the wider life of school
 |  | * Contents of the application form
* Interview
* Professional references
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