

## **FIXED-TERM PART-TIME (0.6) TEACHER OF MATHEMATICS**

City of London School for Girls is a selective school and the entrance procedure includes a non-calculator maths examination. As a consequence of selection, all the girls are of a good standard with much potential. This post is fixed-term to allow a review of teaching requirements for the Department in Spring 2018 but there is a high likelihood that it will become a permanent position

### Mathematics Department

**Years 7-9:** Girls are taught in four mixed-ability form groups for the duration of Year 7. After this, two parallel 'top' sets are selected and the remaining girls stay in parallel 'second' sets. All girls follow the same scheme of work and sit the same end-of-year examinations, but the higher sets benefit from more time on extension material.

**Years 10 - 11:** At the end of Year 11, all girls are entered for IGCSE Mathematics, with over 95% obtaining grade A or better. Girls in the top sets are entered for OCR Additional Maths in addition to IGCSE, for which they begin studying extra material in Year 10.

**Years 12 and 13:** Mathematics is the most popular choice at A-level with over half of the Sixth Formers taking it. Last year there were more grade A\* and As in Maths than in any other subject. There are normally four AS level groups and two Further Maths groups in Year 12. Most girls carry on to do full A-level maths. The department currently uses the Edexcel modular courses, and is intending to continue using Edexcel for the reformed A Levels in 2018. Each group has two teachers so that every member of the department teaches at least one A-level class at any one time. A full-time member of the department would normally teach three A Level classes. The department also offers AS Further Mathematics in addition to A Level Further Maths in Year 13 and prepares girls for Oxbridge entrance. Although teachers have preferences about whether they teach pure, mechanics or statistics, in practice we all have to be able to teach some of each.

**Exam results:** These are excellent both at GCSE and at A-level. The results for the school as a whole can be seen on the school website – [www.clsg.org.uk](http://www.clsg.org.uk).

### **Organisation of the Department**

There are eight full-time and one part-time members of staff. The administration of the department is managed by the Head of Department and Second in Department. There are four specialist mathematics classrooms and a departmental office where curriculum materials are stored. There are departmental meetings every week and the maths staff have drawn up guidelines on what is taught with detailed schemes of work, currently being updated to best prepare girls for the reformed A Level and IGCSE exams. There are also departmental expectations on the role of investigations (in years 7 and 8) and the use of ICT in maths lessons. The school has a PC network running Windows, teachers and pupils from Year 8 to 11 have iPads for use in lessons and classes have easy access to four computer rooms with either Mac or PCs in them, two class-sets of laptops and two class-sets of iPads. Each maths classroom has its own computer and, after the classroom refurbishment this summer, all of them will have HD digital touchscreen monitors as well as whiteboards, allowing the use of both SMART and Promethean software. Many internal worksheets, tests and exams are stored on the network facilitating a great deal of sharing of these within the department.

Where appropriate, each Maths teacher accepts some responsibilities towards the efficient running of the department. These may include:

- Maths Challenge (Junior, Intermediate and Senior)
- Team Maths Challenge

- Hans Woyda inter-school maths competition
- Maths Clinic (lunchtime or after school)
- Master Classes (at the Royal Institution)
- Oxbridge links
- ICT committee
- Managing classroom space and displays

### **Line Management**

The post is managed by the Head of Mathematics

### **DETAILS OF POST**

The responsibilities specific to the post of Mathematics Teacher are;

- to promote the study of Mathematics throughout the school.
- To keep abreast of developments in Mathematics and incorporate any relevant new knowledge and understanding into the teaching of the subject in school.
- to contribute to the Mathematics activities run in the school.
- to take on duties and responsibilities as shall from time to time be allocated by the Head of Mathematics.

### **Person Specification**

#### **Essential**

- Good qualifications – degree or equivalent in Mathematics.
- Competency in the use of ICT for administration, report writing and for carrying out the teaching of this subject.
- Good interpersonal skills of communication.
- A proven track record of success in teaching GCSE, A Level and Further Mathematics.
- Awareness of the appropriate safeguarding and health and safety requirements.
- Good organisational skills.

#### **Desirable**

- Experience of teaching a range of ages from preparatory to 6<sup>th</sup> Form.
- Experience of preparing pupils for Oxbridge entry
- Experience as a form teacher.

#### General Duties

- To attend regular departmental meetings.
- To participate in the school's Appraisal Scheme and to take advice from the Head of Department and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To co-operate in the preparation of new courses, the exploitation of cross-curricular links and the organisation of General Studies courses.
- To cover for absent colleagues, and to set work for them in an emergency.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.

- To attend Parents' Evenings, staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

## THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of The Girls' Schools Association (GSA) and [The Headmasters' & Headmistresses' Conference](#) (HMC) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 727, approximately 96 of whom are members of the Preparatory Department. There are, on average 160 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

## Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development with the support of Dr Chris Harrison at King's College London. Staff have a total of 6 full INSET days a year and the school also starts late three mornings a year to provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

### **CONDITIONS OF SERVICE**

Members of staff at the City of London School for Girls enjoy certain privileges and a salary which is well above the level of a comparable post in the Maintained Sector. The school has a generous salary for this post which reflects the candidate's qualifications and experience.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

Car parking space is not available but we are well served by public transport with Liverpool Street main line station and Moorgate and Barbican tube stations all within easy walking distance.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

**Application Closing Date:** Wednesday 22<sup>nd</sup> March

Interview Date Tuesday 28<sup>th</sup> March (tbc)