



Bristol
Grammar
School

Job Description

Teacher of Mathematics

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Life changing

Job Role Specification

Post: Teacher of Mathematics

Line Manager: Head of Mathematics

Anticipated start date: 01 September 2018

Outline of Department

The person appointed to this Mathematics post will be a well-qualified, enthusiastic and innovative Mathematics teacher who will be expected to be able to teach all levels from Year 7 through to Further Mathematics, with the possibility of teaching the IB for the right candidate.

Around 100 students continue their studies into the sixth form including 20 - 30 who take up the Further Mathematics option. Each member of the department has the opportunity of teaching all aspects (pure, mechanic and statistics) in their sixth form teaching. Usually around 90% of 'A' Level Mathematics and Further Mathematics results are grades A*, A or B. Each year some students are prepared for Oxbridge applications in Mathematics or a discipline that requires Mathematics.

The scheme of work follows the National Curriculum with some additions and includes an integrated scheme of investigational work and ICT tasks. All our teaching rooms are fitted with data projectors and interactive whiteboards. We regularly use ICT in our Mathematics lessons and we use a wide variety of software programs.

In Years 7 and 8, we follow the SMP Interact course and then prepare students for the Edexcel International GCSE which we feel is ideally suited to the needs of students. All students sit the higher tier in Year 11 and usually over 80% gain A*/A grades. Although our students are at the top end of the ability range, we do have students who find Mathematics relatively difficult and the post offers the opportunity of a varied teaching experience within a successful department. We are able to set in Mathematics at the end of the Autumn term in Year 7 and this enables all students to learn at the pace appropriate to their abilities.

Many students take part in the various Mathematical Challenges, at Junior, Intermediate and Senior levels and a good number qualify each year for the further rounds of these challenges including the Olympiad competitions. In addition full participation is encouraged for local Masterclasses and other study days of interest. We have also had considerable success in the national team competitions in recent years.

The department is currently staffed by fifteen mathematics teachers. The Head of Department is assisted in the management of the department by a Deputy Head of Mathematics. Everyone has the opportunity to teach all ages and all levels of ability.

Professional development is considered very important and all members of the Department have the opportunity of attending external courses to enhance their development and to then share expertise from the courses with the rest of the department. Departmental meetings take place regularly.

Duties and Responsibilities

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule

- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Teacher of Mathematics will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I	E
Have experience of teaching KS3, KS4, KS5 and of preparing students for Oxbridge entrance	L		D
Have experience of teaching Mathematics for the International Baccalaureate	L		D
Be a graduate in Mathematics or a closely related discipline	L		E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Be able to create a challenging and effective learning environment for all students	L	I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I	E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L		D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">● Motivation to work with children and young people● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Emotional resilience in working with any challenging behaviour● Professional attitudes to use of authority and maintaining discipline● Understanding of safeguarding and promoting the welfare of young people	L	I	E

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Teacher of Mathematics.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, bgshr@bgs.bristol.sch.uk

The closing date for applications is Monday 05 February 2018, at 9am.

Interviews are currently planned for the week commencing 19 February 2018.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.