

Job Description

Teacher of DT & Mathematics

Responsible to: Headmaster

* Closing date for applications is 17 February 2018
* References will be taken up prior to interview
* Interviews will take place week commencing 26th February 2018

**THE DEPARTMENTS**

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| **Design Technology**  DT is taught throughout the school in specialist, well-resourced classrooms and workshops that cover Wood / Metal / Plastic and CAD CAM processes. There is currently one full time member of teaching staff who is supported by one part-time technician. All students follow DT at KS3. It is an option for further study for GCSE and A level, (OCR Design Engineering).  The subject is an extremely popular choice, and is often oversubscribed. Examination results are excellent, both in absolute and value added terms, with the department regularly producing the best VA scores in the school in external examinations.  Many students follow a career or further study in Engineering or an allied discipline on leaving Bedstone. | **Mathematics**  The Mathematics Department at Bedstone comprises of two full time and one part-time member of staff. The department follows the OCR suite of GCSE and A level exams and offers both A/S and A level courses in both Mathematics and Further Mathematics in the Sixth Form. Despite being a non-selective school the department has a long history of success with typically 85-90 % of fifth form students, (Yr 11), achieving GCSE grades of C or better (Level 4 or better). Typically over half of students in the A sets achieve an A or A\* grade (level 7 or better). Maths is a popular choice of subject in the sixth form. The stronger students are encouraged to take part in the UK Maths challenges and do well. Some senior students have reached the final rounds of the British Mathematical Olympiad in recent years and in 2017, the College won the regional finals of the UKMT Senior Mathematics Team Challenge and will represent the Midlands in the National finals later this year. |

MAIN DUTIES AND RESPONSIBILITIES:

* To support the ethos of the school;
* You are expected to teach DT at GCSE and A-level (or BTEC if appropriate).
* You are expected to teach Mathematics up to KS3 (where appropriate)
* To participate fully in the boarding, sporting and cultural life of the school; this will include boarding house duties, assisting with sports and activities, and assisting with school trips and events.
* To support the Headmaster and Senior Management Team in the good management of the school and in the evolution and delivery of policies and the curriculum;
* To attend INSET, Management and Faculty meetings as required.
* Maintain and develop department initiatives within School and the wider community, and being alert to new ideas that will enhance the educational experience of students in your department/classes.

# Specifically to ensure that:

* They develop and implement policies and practices for the subject area, which reflect the School’s vision, commitment to high achievement, effective teaching and learning and good student behaviour.
* Schemes of work are adhered to, reviewed and evaluated annually and modified, in writing, as appropriate, ensuring continuity and progression.
* Good order and discipline is maintained among students in accordance with school policies and to ensure that the students’ health and well-being is safeguarded at all times, whether activities occur on of off the school premises.
* Their own teaching is to the highest possible standard which promotes learning and raises all students’ achievement. Teaching must also promote students’ spiritual, moral, social and cultural development.
* They monitor and review pupil performance and setting of pupil performance targets within the department and specifically their classes.
* They oversee the writing and administering of internal assessments for all students, writing class tests for teaching groups or individuals, according to need.
* They ensure that appropriate study/prep is set and marked regularly.
* They supervise and direct the work of any peripatetic/ancillary staff within their Department (such as the DT technician where appropriate)
* Academic records are kept showing the effort, achievement, progress and targets set for students in line with department and School policies and practice.
* Students’ achievements are reported in line with department and School policies and practice.
* The department’s performance against YELLIS and ALIS targets shall be regularly monitored with the added value of their classes being a significant positive residual.
* To set and agree targets for their classes in line with YELLIS and ALIS and to report on examination performance as required.
* Curriculum development shall be permanently under review.
* Student discipline is maintained by the use of rewards and sanctions (in cooperation with the Deputy Headmaster).
* The room(s) assigned for the use of the Department provide a stimulating environment and have relevant, exciting and educational displays - celebrating students’ own work wherever possible.
* All subject rooms and equipment are well-maintained and cared for. Rooms shall be maintained in good condition and decorative order in consultation with the Bursar and Maintenance Department;
* To organise and undertake educational trips and visits and to be responsible for the preparation of Risk Assessments where appropriate.
* To ensure compliance with the College’s Health and Safety Policy
* They identify gifted students, and monitor provision for those students, liaising with the Head of Department and Head of SEN.
* The use of IT within the department for both teacher and student use is fully promoted.
* Public examination entries are completed within the requested timeframe, in liaison with the examinations officer and their Head of Department.
* The Department Assessment policy is implemented rigorously.
* They assess potential scholarship candidates by means of entrance papers, performance tests and interview and report results to the scholarship committee when required to do so.
* They encourage staff to develop and establish a positive working environment.
* They participate positively in the College’s Performance Management scheme and use the process to develop the personal and professional effectiveness of the whole department.

**Pastoral & Communication**

* They act as the point of first contact for subject related issues raised by parents or guardians.
* They liaise with the Pastoral Team in order to gather and report relevant and meaningful information about students.
* They support and monitor the use of all College reporting systems, e.g. mark orders/ tutor reports and parents’ evenings.
* They undertake pastoral responsibilities and duties within the School each term.
* They offer support for the School’s Activity programmes each term including one Sunday Activity.
* They attend parents’ evenings, and other meetings with parents/guardians as and when required.
* They attend or support School events
* They support the School in the recruitment of new students and attend/participate in School Open mornings/evenings as required.
* They preserve and foster the good name of the School in all dealings with the wider public.

**General**

Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the SMT from time to time.

The post holder’s duties must at all times be carried out in compliance with the School’s Equal Opportunities, Welfare , Education and other policies designed to protect employees or service users from harassment.

S/he must take reasonable care of health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School’s Health and Safety policy.

It is the duty of the postholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The postholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

**Person specification**

* Well qualified Design/Engineering/Mathematics graduate (or equivalent) with QTS
* Gifted teacher
* Proven record of academic success
* Personal dynamism and infectious enthusiasm
* Good inter-personal skills
* Good class discipline and class management
* Well organised
* Committed to educational excellence and the fulfilling of children’s potential
* Committed to the ethos of boarding education
* Willingness to be involved in the extra-curricular life of the school

**Application process**

* Application may be via a completed Application Form but **must** also include a letter of application (no more than one side of A4) together with the names and addresses of two referees