

# Ruthin School

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*Established 1284*

Principal: Mr T J Belfield MA (Cantab)

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## Teacher of Mathematics Job Description and Checklist of Good Practice

### Introduction

Currently, in the Lower Sixth there are 59 students studying A Level Mathematics in one year (planning to continue their Mathematics studies with Further Mathematics in the Upper Sixth next year) and 49 studying A Level Mathematics over two years.

In the Upper Sixth there are 33 students studying A Level Further Mathematics and 19 students completing the two year course in Mathematics.

Pupil numbers are set to rise in September 2016, hence the need to continue to expand the Mathematics department.

Mathematics is taught as a core subject in Forms 1-5 (Years 7-11), with GCSE Further Mathematics also being offered at Key Stage 4.

The Mathematics Department at Ruthin School currently has the following employees:

- Dr Gerwyn Green (Head of Mathematics)
- Dr Nikki Fairbank (Teacher of Mathematics)
- Dr Iva Franjic (Teacher of Mathematics)
- Ruth Howlett (Teacher of Mathematics)
- Leaf Zhao (Teacher of Mathematics and Mandarin)
- Kevin Whiting (Teacher of Mathematics)
- Isil Haywood (Teacher of Mathematics and Economics)
- Luke Hogan (Teacher of Mathematics)
- Holly Webb (Teacher of Mathematics)
- Peter French (Assistant Principal – Examinations & Assessment)
- Toby Belfield (Principal)

Due to many students opting to take Mathematics at A Level, with some applying to Oxford and Cambridge to read Mathematics and Science related subjects, including Engineering, the post holder will have the opportunity to teach Further Mathematics to A Level. There may also be the opportunity for the successful candidate to coach students for Oxbridge entrance examinations.

This year, of the 66 students in our U6, 11 students have received Oxbridge offers. 3 of these offers are to study Mathematics.

### Qualifications

The post holder will need to have a good degree, from a reputable university, in Mathematics.

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Ruthin School does not require the post holder to hold a PGCE or have QTS (Qualified Teacher Status).

## Job Description and Working Practices

The Teacher of Mathematics will report to the Head of Mathematics.

Whilst it is impossible to detail every job involved in working in Ruthin School, below is a representation of what is involved.

- Plan and prepare lessons carefully
- Make sure that preps. are set regularly (not too little and not too much) and that they are promptly and thoroughly marked according to the Marking Policy. Ensure that “stand-by” preps. are available in case of absence etc.
- Provide information for the writing of references.
- Communicate and co-operate with other staff and departments.
- Ensure that you are aware of and understand the marking procedures and details on assessment and record keeping.
- Keep up to date with all aspects of curriculum developments, with special reference to the Public Examinations.
- Foster, by example, a spirit of academic enquiry in the Department. Read and share books, articles etc.
- Take responsibility for the development, work and behaviour of all pupils who you teach.
- Ensure that pupils’ efforts are rewarded.
- Make sure that you are aware of special circumstances affecting pupils; e.g. dyslexia, physical problems, home background etc.
- Be aware of those pupils who are struggling, experiencing special difficulties, or need stretching etc. and offer appropriate support.
- Help colleagues and seek advice in cases of disciplinary problems.
- Advise pupils at times of option choices and when help is needed for careers, or UCAS choices.
- Provide advice on entry at appropriate levels in public examinations.
- Liaise with appropriate pastoral staff when problems involving specific pupils arise.
- Help with departmental contributions to parents’ evenings, Open Days etc.
- Ensure that the information produced in report/ratings to parents is detailed, relevant and reflects the term’s work and is specific to that pupil.
- Ensure that rooms, equipment, wall displays etc., are maintained to a high standard. Report defects promptly.
- Ensure that resources are stored securely.
- Advise the Head of Mathematics about departmental needs.
- Set and mark, collate, and evaluate internal examinations at the request of the Head of Mathematics.
- Keep records of all pupils: internal assessment, examinations both internal and external.
- Act as a tutor as and when advised.
- Participate in the duty rota.
- Attend staff meetings as and when called.
- Attend pre-term meetings or INSET days.
- Maintain good discipline within the classroom, the School and its facilities by carrying out the School Policy on: uniform, punctuality, respect for others, manners, appearance etc.
- Play a full part in the pastoral provisions of the School.
- Cover for absent colleagues as directed.
- Support activities within the School.
- Support all end of term events.
- Support inter-house activities.
- Share in evening and weekend duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Toby Belfield**  
Principal  
February 2017