



GENEVA ENGLISH
SCHOOL

Job Description

Head of Mathematics: GES Secondary

In addition to the key tasks and responsibilities outlined below, other appropriate leadership and management responsibilities will be discussed and added, according to the needs of the school and the skills, experience and aspirations of the successful candidate

JOB PURPOSE

To teach Mathematics and lead its development in GES Secondary, supporting the work of teachers of Mathematics across the School

RESPONSIBLE TO

The Headmaster via the Assistant Head

TEAM RESPONSIBILITIES

- Staff meetings and other school meetings as required
- Work closely with colleagues in GES Secondary and GES Primary, collaborating and sharing ideas

KEY TASKS AND RESPONSIBILITIES

- Lead, motivate and inspire others, generating an enthusiasm for Mathematics amongst pupils and colleagues
- Plan, implement and keep under review schemes of work and assessment for the subject, having regard to the needs of all pupils
- Support the work of teachers of Mathematics in GES Primary, working with the Subject Leaders of Mathematics
- Develop a whole school handbook for the subject, according to agreed guidelines*
- Set out an annual improvement plan for Mathematics at GES Secondary
- Submit an annual budget bid that is informed by this improvement plan and manage the budget, keeping within designated limits of spending
- Keep abreast of developments in Mathematics education, continuously looking to strengthen your own knowledge, understanding and expertise
- Explore ways of integrating Mathematics into the life of the School, working in collaboration with teachers of other subjects
- Attend in-service training as required, and organise and lead training for others as appropriate
- Seek to develop external links to enrich the education that we provide
- Represent GES Secondary at relevant local, national or international meetings
- Be involved, as appropriate, in the induction of new members of staff



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PROFESSIONAL DUTIES AS TEACHER AND TUTOR

- Teach the lessons assigned to you, planning appropriately to meet the needs of all pupils, making effective use of resources, and securing the best possible standards of learning and achievement
- While GES Secondary is in its start-up phase, contribute as needed to other areas of the curriculum
- Maintain good order and discipline amongst pupils, in accordance with the School's behaviour policy, and have due regard for their welfare, health and safety
- Maintain a productive learning environment by employing good classroom techniques, resources and management skills
- Follow guidelines for assessment as set out by the School and keep appropriate records
- Establish professional and effective communication with parents, reporting to them formally and informally on the development, progress and attainment of pupils
- Liaise with the Assistant Head and with other colleagues about any pupils with specific learning needs or giving rise to learning concerns
- Contribute to the creation of a stimulating learning environment around the School
- Show an active commitment to the wider life of the School, including extra-curricular activities and events
- Act as Tutor to an assigned group of boys and girls, taking a close interest in their welfare and in their academic, personal and social development
- Follow guidelines for the role of Tutor as may be laid out by the School
- Carry out administrative and supervisory duties efficiently and conscientiously
- Supervise and, so far as is practicable, teach any pupils who are assigned to you by the teacher in charge of cover arrangements
- Undertake such other tasks as may be reasonably assigned by the Assistant Head or Headmaster from time to time
- Act in accordance with the policies of the School and in particular with the principles laid down in the Staff Handbook, Staff Code of Conduct and Safeguarding & Child Protection Policy

*To be developed and agreed

January 2018