

## JOB DESCRIPTION & PERSON SPECIFICATION

**Department/School**

International

**Job Title**

Teacher of Mathematics

**Responsible to**

Head of TSI

**Contract**

Permanent, part-time (0.75 FTE) from January -August 2026 and full time (1.0 FTE) from September 2026.

**Salary**

Salary is according to the Taunton School Teacher's Pay Spine (TS1-TS9), dependent on skills and experience, plus allowances as appropriate.

Taunton School offers the TPS and a Defined Contribution Pension Scheme through Royal London.

**Purpose of the Job**

Teachers are responsible to the Head of TSI for the happy and efficient running of their classes as this affects the development and performance of students.

Candidates are expected to have the appropriate qualifications and/or experience to be able to teach to GCSE level and beyond.

**Main Duties & Responsibilities**

- Teach IGCSE and pre university International Foundation Year Mathematics to small classes of international students;
- Plan, prepare and teach effective Mathematics lessons meeting the educational needs of all the pupils by:
  - following the requirements of the British National Curriculum
  - making full use of the teaching resources available
  - setting and marking all students' work within the specified deadlines
  - supporting and preparing students thoroughly for internal and external examinations
  - reviewing the results of internal and external examinations and making appropriate changes to improve individual and overall results;

- working collaboratively within the Mathematics department by attending meetings and completing moderation and standardisation tasks
- arranging daytime subject clinics in lunch break or after school
- Maintain accurate records of pupils' progress for external and internal use by writing assessments, reports and testimonials in a fair, consistent and timely manner;
- Communicate effectively with students and colleagues by responding promptly to emails, messages, letters and verbal queries and by attending relevant meetings and other events;
- Support colleagues by covering absences, developing new courses and teaching methods, offering ideas, sharing experience and assisting with general administrative or other reasonable tasks;
- Assist in maintaining the discipline, neat appearance, good behaviour, health and well-being of students on and off the School premises by implementing School policies;
- Take care of teaching resources including the general fabric of the school;
- Support and implement fully School policies by attending relevant training and participating in the School's appraisal system;
- Support the marketing programme and represent the School in a professional manner;
- Bring to the attention of the Head at TSI any issues that may affect the successful delivery of the curriculum;
- Participate in the school's professional development programme and INSET days;
- Participate in the school's tutor programme by being an effective and supportive tutor, communicate with key stakeholders and write robust reports;
- Be part of the school's Co-Curricular programme to include leading on weekend trips;
- Do day and early evening duties once a week, finishing at 19.30;
- Be an evening Boarding House Tutor once a week, finishing at 10.30. This is additionally remunerated;

Teach on the Summer School, for which individual contracts are offered and additional remuneration is made;

*The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.*

*This job is one that engages in regulated activity.*

## Person Specification

Taunton School seeks to deliver an exceptional educational experience in all fields to its pupils. It requires staff with the ability and expertise to support this ambition, and who believe that everything we do must have the education, wellbeing, and protection of children at its core.

Below are the specific requirements for this job:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• A strong academic background</li> <li>• A relevant degree and post graduate qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable record of CPD</li> <li>• Qualifications in TESOL</li> </ul>

EXPERIENCE & KNOWLEDGE	<p>Experience of:</p> <ul style="list-style-type: none"> <li>• Following safeguarding policies and procedures</li> <li>• Teaching Mathematics to (I)GCSE and A-level</li> <li>• Working with children in Years 9-13</li> <li>• Working with children of a range of academic ability</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an Independent Boarding School</li> <li>• Experience of teaching international students</li> <li>• Experience in teaching Mathematics on a pre university international foundation course</li> </ul>
SKILLS	<p>Excellent skills of:</p> <ul style="list-style-type: none"> <li>• Building professional relationships with students, staff and parents</li> <li>• Teaching and classroom management</li> <li>• Good people management skills</li> <li>• Good communication skills, including diplomacy and confidentiality</li> <li>• Good organisational skills and attention to detail</li> <li>• Able to work well as a team member</li> <li>• Able to drive</li> <li>• Able to get involved in different aspects of our Co-Curricular programme</li> <li>• Able to lead a weekend day trip for a group of boarders</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to drive a school minibus</li> </ul>
ATTITUDES & APPROACH	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for Mathematics</li> <li>• A positive, collaborative and flexible approach to ensuring the very best experiences and outcomes of students</li> <li>• Genuine empathy with the needs of young people, particularly international students</li> <li>• Calm, cheerful and caring under pressure and responsible and reliable in all circumstances</li> <li>• Resilience</li> <li>• Willingness to operate an 'open door' policy</li> <li>• An eagerness to be a part of the school community and to contribute fully to its wider life</li> </ul>	

	<ul style="list-style-type: none"> <li>• Attention to detail and a high level of self-motivation</li> <li>• A manner with students, staff and parents that is compassionate, approachable and professional</li> <li>• An ability to perform well and remain calm whilst under pressure</li> <li>• Tact and discretion whilst maintaining a commitment to safeguarding</li> </ul>	
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*Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any specific safeguarding responsibilities for this position are outlined in the job description.*

*Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, ID and Right to Work in the UK, satisfactory references, a successful enhanced DBS check, and satisfactory online searches.*