



## **JOB DESCRIPTION**

<b>Job Title:</b>	Teacher of Mathematics
<b>Date:</b>	May 2025
<b>Department:</b>	Mathematics
<b>Reports To:</b>	Head of Mathematics

### **Purpose of the Position:**

To teach mathematics to students aged 13-18 across a range of mathematical courses (GCSE, A-level Maths and Further Maths, and the IB Diploma) fulfilling requirements as directed by the Head of Department and according to the overall aims of the school. To offer support to the learning, pastoral and co-curricular needs of individual students in line with the school's pastoral policy and core values.

### **Departmental Information**

The Mathematics Department is comprised of twenty-three members of staff who bring a wide range of academic interests and teaching experience. Several hold other responsibilities around the school, including House Masters, Heads of Year and the IB Diploma Programme Coordinator.

We are a close-knit and supportive group who work collaboratively to meet the department's needs. Responsibility is shared throughout the department, with staff having the opportunity to lead on individual initiatives, extension activities, or year groups. We teach in a (recently refurbished) dedicated maths block, which houses a large and busy shared workroom and twelve well-equipped classrooms with wireless projection facilities and writeable surfaces all around the room.

We are looking for a skilled mathematician to join our team, who will stretch and enrich our brightest students and support the development of the department as a whole.

### **Main Tasks and Responsibilities:**

In addition to the general duties of a teacher at Wellington (see Purpose of the Position), the post holder is expected to:

- teach across the full age range from year 9 to year 13
- teach a standard timetable allocation (currently 36 lessons of 55 minutes in a twelve-day timetable cycle)
- play a role in the extra-curricular life of the Department, including contributing to off-timetable workshops, extension programmes, pre-university seminars, trips and competitions
- make a positive contribution to the efficient running of the Department, including setting and marking examinations, attending departmental meetings, undertaking administrative and other tasks as delegated by the Head of Department
- enhance the quality of teaching and learning in the Department and wider College through sharing resources and good practice, lesson observation, collaborative teaching and active participation in continuing professional development
- actively safeguard and promote the welfare of children
- support the College's aims and objectives for teaching and learning
- adhere to and promote all College policies and procedures

### **Beyond the Classroom**

All teachers at Wellington are expected to contribute fully to the extra-curricular and pastoral life of the College. It is the norm for teachers to coach sport/dance/physical activity at the appropriate level and to help deliver Global Citizenship or CCF activities on Wednesday afternoons. As tutors, teachers are allocated to a Boarding or Day House and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that House. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the House community through both daytime meetings or duties and social events.

The College expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise society meetings and take pupils on trips to concerts/theatres.

A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including; sport/dance, social events, Chapel services, musical rehearsals and many other things.

#### **Person Specification / Knowledge and Experience**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Good level degree in Mathematics or a directly related subject</li> <li>• Thorough knowledge of the (13-18) Mathematics curriculum GCSE, A-level and IB</li> <li>• A good understanding and or experience using Microsoft 365 suite, Teams and associated apps for teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Masters or PG qualification in Mathematics or related subject</li> <li>• Recognised teaching qualification, such as a PGCE or equivalent experience</li> <li>• or equivalent experience</li> <li>• Teaching experience at A/IB level</li> <li>• Experience teaching Further Maths or equivalent.</li> <li>• Experience preparing students for STEP or other university mathematics admission tests.</li> <li>• Awareness of Safeguarding requirements and good practice within a boarding school setting</li> <li>• Experience managing and leading groups of students/young people.</li> </ul>

#### **Skills and Personal Qualities**

- Have an interest in and broad knowledge of mathematics, with the ability to stretch bright students.
- Capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College
- Able to demonstrate a positive and authoritative rapport with senior and junior pupils
- Excellent and effective classroom management skills
- Excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- Organised and self-motivated, with a proven record for meeting targets and deadlines
- Have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
- Able to perform well, maintain professionalism, display patience and politeness whilst under pressure
- A dedicated team-player, who strives for excellence and leads by example
- Committed to boarding school life and willing to engage in a range of extra-curricular activities
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Demonstrate a strong commitment to personal continuous professional development
- Display a smart and professional appearance, representing the College in a positive manner
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail
- Self-motivated and able to work alone without direction
- Adaptable and flexible with working patterns when required
- Reasonable physical fitness to carry out the role

#### **Essential Values, Behaviours and Attitudes**

All employees are expected to actively promote and demonstrate the five core values of the College:

**Kindness Integrity Respect Responsibility Courage**

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.