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| **Job title:** | Teacher of Mathematics |
| **Reports to:** | Head of Mathematics |
| **Hours:** | Full Time |
| **Salary:** | MPS/UPS with Queen Ethelburga’s Salary Enhancement |

**Job Purpose**

The postholder will join the department at an exciting time, as super-curricular opportunities are being developed alongside the academic curriculum, providing career development and varied responsibilities. Applications from NQTs are also welcome.

The postholder will provide outstanding teaching, maintaining the high standards of the Collegiate. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

**The Mathematics Department**

The Mathematics Department delivers courses at all levels and Key Stages. In Key Stage 3, we follow the National Curriculum, focusing on developing the skills required for GCSE and introducing the content to support this. In Key Stage 4 we offer AQA GCSE Mathematics, Further Mathematics, Edexcel iGCSE Mathematics, Edexcel GCSE Statistics. In Key Stage 5 we offer OCR A Mathematics AS and A Level, OCR A Further Mathematics AS and A Level and Edexcel Statistics A Level. With the Sixth Form representing around 65% of our teaching timetable, we regularly have multiple parallel classes of Mathematics and Further Mathematics in each of Years 12 and 13. Students are prepared for STEP Mathematics and the MAT entrance examinations. We enter students for the UKMT Mathematics Challenges, both individual and team, and continue into the follow-on rounds for our strongest. We offer access to university lecture days aimed towards Key Stages 4 and 5 students and have enjoyed lectures by Alex Bellos and others as part of the Principal’s Lecture Programme.

The Head of Department for Mathematics, with a team of Curriculum Leaders covering each Key Stage, has overall responsibility for the delivery of Mathematics throughout Years 6 - 13. The department is mostly located in a self-contained classroom block with offices. There is a good sense of camaraderie amongst the team with a programme incorporating induction, CPD and professional development. The department is well resourced and is highly regarded in terms of teaching, learning and student feedback/support.

**Expectations**

A full-time member of staff should expect to have 30 hours of contact time with students during a 40-hour working week; this may consist of teaching, form time, duties, department meeting/directed time (Mondays until 5:15pm) and prep. Supervision of an evening prep session (Monday – Thursday) until 8:00pm is required on one evening each week. Support for weekend trips on 2 occasions each year and attendance at Open Days or supporting extra-curricular events is also required. All staff attend one school birthday event, one Christmas meal, all parents’ meetings and Speech Day at the end of the academic year. There is no Saturday morning school and we teach for 34 weeks of the academic year.

Your duties and responsibilities are as follows:

**Support for Students**

* Utilise specialist skills, training and experience to support students.
* Establish productive working relationships with students, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all students within the classroom and the school environment.
* Support students consistently, recognising and responding to their individual needs.
* Encourage students to interact and work co-operatively with others and engage all students in activities.
* Promote good behaviour and management of relationships with peers and staff.
* Provide feedback to students in relation to progress and achievement.
* Provide formative oral and written assessments through marking, prep and other forms of feedback, using this to inform future teaching.
* Keep records of progress in the form of formal assessments and reports on the development, progress and attainment of students, as individuals and as groups of students to line managers and parents.

**Teaching**

* Be a highly motivated and proficient classroom teacher, demonstrating a commitment to high standards of teaching and learning, and offering all students an innovative and effective learning experience.
* Establish an appropriate learning environment, maintaining good order and discipline amongst the students, safeguarding their health and safety.
* Help to develop resources for the department.
* Plan lessons, evaluating and adjusting lessons/work plans/schemes of work as appropriate.
* Monitor and evaluate students’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
* Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records as agreed with the Heads of School/Year
* Undertake marking of students’ work and accurately record achievement/progress.
* Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behavior.
* Administer and assess routine tests and invigilate examinations/tests.
* Communicate and consult with parents, outside bodies etc., as directed by the Heads of School/Year
* Provide guidance and advice on educational matters and on further education and careers

**Support for the Curriculum**

* Prepare schemes of work and lesson plans that ensure the needs of all students are met.
* Identify appropriate attainment and/or achievement targets, differentiating teaching as required.
* Monitor student standards and achievement against targets, ensuring that relevant individual and whole school attainment/achievement targets are met.
* Monitor planning, curriculum coverage and learning outcomes.
* Monitor standards of student behaviour and application.
* Plan and implement intervention strategies where improvement needs are identified.

**Support for the Collegiate**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Attend and participate in regular meetings, inset and directed time.
* Participate in training and other learning activities as required.
* Supervise students on visits, trips and out of school activities as required.
* Promote the school and its students positively at all times.

**Benefits**

* Competitive salary, paid according to qualifications and experience and from within the current national pay scales. Queen Ethelburga’s also offers a salary enhancement scheme for staff after a one-year qualifying period.
* All academic staff are enrolled in the Teachers’ Pension Scheme
* Free staff gym
* Annual family summer barbecue
* Annual black-tie Christmas Ball for staff and a guest
* Subsidised school fees for staff children

**The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Collegiate’s Child Protection Policy and Staff Code of Conduct at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Collegiate s/he must report any concerns to the Collegiate’s Designated Safeguarding Lead.**