



Bishop's Stortford College

PREPSCHOOL TEACHER OF MATHS

SALARY SCALE | AVAILABLE SEPTEMBER 2021

BUILDING CONFIDENCE FOR LIFE

Bishop's Stortford College is one of the leading independent, co-educational day and boarding schools in the country. It is a wonderful place of learning, in a beautiful setting on the edge of a market town between London and Cambridge.



Are you looking for a full-time position as a Maths Teacher in a friendly and vibrant Independent School?

Encouraging children's passion for maths is at the heart of this role in a department of similar enthusiasts whose skills and commitment ensure the very best development of our pupils. We require an outstanding Teacher of Maths who is able to convey a genuine enthusiasm for learning. The post requires the teaching of maths to Key Stage 3.

The position is for a September 2021 start.



CLOSING DATE FOR APPLICATIONS: MONDAY 19TH APRIL, 9AM
INTERVIEWS WILL BE HELD: WEEK OF 19 APRIL 2021



Judged 'excellent' in all areas by
the Independent Schools
Inspectorate

INTRODUCTION TO THE PREP SCHOOL

Bishop's Stortford College Prep School is an independent, co-educational day and boarding school for pupils aged 4 – 13 (630 on roll). It is the Preparatory School for Bishop's Stortford College to which most of the Prep School pupils transfer at the end of Year 8.

The Prep School is a superb place to teach and learn. The pupils are delightful and the staff hard-working, committed and full of energy; there is a shared sense of humour among the staff which makes working there such fun. Visitors often

comment on the buzz to the Prep School and the positive, happy atmosphere one experiences when they arrive. Relationships between pupils and staff are key to generating and sustaining this environment and the staff know very well that these important years are an integral part of building confidence for life.

Please visit the College website www.bishopsstortfordcollege.org to view our last ISI Inspection Report, of which we are extremely proud, and to get a flavour of all that goes on here.



150+ years old



Set on 100 acres site



Small class sizes



120+ sports teams



Indoor swimming pool



State of the art
fitness centre

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Prep School Teacher of Maths
Terms	Full Time,
Reports to	Prep School Head of Maths

Overview

Provide essential support to the College via the head of department/line manager.

Additional information for NQTs

As an NQT, you will be supported by a professional mentor who will help to support you during your statutory induction year. You will receive a personalised programme of development, support and professional dialogue with monitoring and an assessment of performance against the relevant standards. The programme will equip you with the tools to be an effective and successful teacher.

Main Functions

- Teaching mathematics in the Prep School, principally from Year 5 to Year 8;
- Assessing and reporting on the pupils' progress.
- Participate in the development of appropriate syllabuses, materials, schemes of work and departmental administration.

Prep School Responsibilities

- Pastoral and academic tutor duties with Prep School pupils;
- Carrying out supervisory duties; and
- Taking part in the Prep School extra-curricular activities;

All staff are required to:

- Arrive punctually at School in time for registration (whether or not you are free first period) and for lessons.
- Be of smart appearance and to set a good standard of dress and behaviour.
- Attend assembly each day unless excused by the Head or the Deputy Head.
- Attend sSaff meetings or other meetings, committee or department meetings as required.
- Ensure that deadlines for reports, commendations etc. are met.
- Undertake duties conscientiously as required.
- Cover for staff absences as required.
- Attend major School functions such as Speech Day, carol services, plays, concerts etc.
- Use their interests and expertise to benefit the children in activities outside the curriculum after school or during the holidays e.g. drama, skiing, theatre visits, sports' tours, expeditions etc.

Academic Requirements:

- Teach subjects as required by the Head.
- Attend Parents' Evenings of pupils you teach.
- Record pupils' attainment and progress under the systems operated by the School and to write reports on pupils as required.
- Attend INSET at School and at other venues where appropriate.
- Organise, in consultation with your Head of Department, trips and visits to places of interest which support your area of the curriculum.
- Participate in the development of appropriate syllabuses, materials, schemes of work and departmental administration.
- Be responsible for the fabric and appearance of the teaching room to which you are assigned.

As a Form Tutor:

- Be responsible for the pastoral and academic welfare of the pupils in your Form.
- Establish or maintain a Pupil Profile for each pupil.
- Record each pupil's Commendations under the system used by the School.
- Support, where possible, pupils in your Form by attending concerts, plays, School or House sports matches in which they are participating.
- Write a Tutor's Report for each pupil in your Form as required.

Games and Activities:

- Coach or supervise games as required by the Head or Director of Sport.
- Offer an activity on at least one of the activity afternoons.

Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

A flexible approach to all aspects of this role is essential.

Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Data Protection

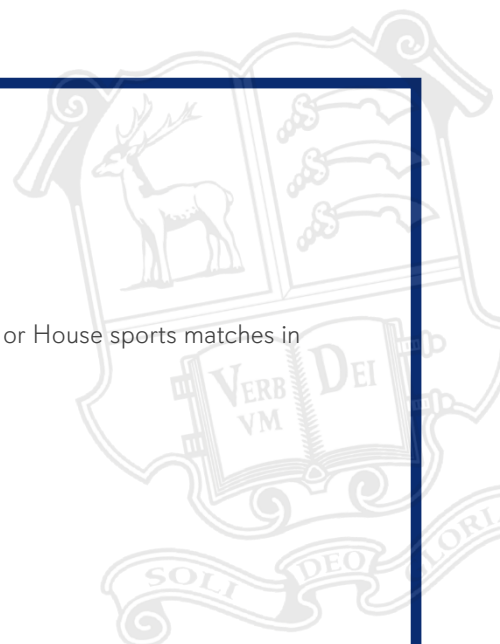
The job holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy 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 school they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.



PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- A covering letter
 - CV
 - Application Form
 - Interview
 - References
 - Documentary Evidence
 - Medical Questionnaire
 - DBS Application
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Education and Qualifications

Essential

- Suitably qualified and experienced teacher (NQTs welcome to apply; excellent support to attain QTS available)
- Maths or related degree or other relevant qualification
- Good organisational ability

Experience and Skills

Essential

- Outstanding teacher able to convey passion for learning to pupils
- Creative approach to problem solving
- Ability to work well with colleagues, providing direction where necessary.
- Excellent ICT skills.

Desirable

- Ability to coach games
- Flexibility of approach to teaching

Personal Qualities

Essential

- Flexibility
- Good communication skills
- Calmness under pressure
- Ability to get on with colleagues and pupils
- Sense of humour
- Energy, enthusiasm and commitment
- Loyalty

Other

Essential

- Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.
- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.