



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Job Title**

Teacher of Mathematics (with possible role of Second in Department)

### **Responsible to**

Head of Mathematics

### **Functional links**

Mathematics department, other academic, pastoral and co-curricular leads

### **Contract**

Permanent, full time

### **Salary**

Competitive based on skills and experience

### **Purpose of the Role**

As a Teacher of Mathematics at Taunton School you will be expected to teach students aged 13–18, to the highest of standards.

The Second in Department supports the Head of Department in running a successful team.

### **Key Duties and Responsibilities**

Teachers are directly responsible to the relevant Head of Department for the happy and efficient running of their classes as this affects the development and performance of pupils. Within the guidelines of the School's and departmental policies, it is the teacher's responsibility to:

### **Curriculum**

- Plan and prepare courses and lessons so that effective teaching takes place within the classroom;
- Teach according to the educational needs of the pupils within the expectation of the School, as interpreted by the Head of Department;
- Prepare pupils thoroughly for the appropriate public examinations;
- Mark and moderate coursework as required by the Head of Department;
- Promote the use of Information Technology within the curriculum;
- Set and mark pupils' work and keep a record of pupils' performance as is required for internal assessment and external examination;

- Report through orders and reports the progress, attainments and efforts of the pupils in accordance with agreed School policy;
- Assist in the production of reports and testimonials as needed from time to time during the year;
- Assist the Head of Department in developing new courses, teaching methods and materials as is appropriate;
- Attend such courses as are agreed by the Head of Department or Headmaster, which should help in the development of teaching skills;
- Take care of the teaching resources that are made available, including the general fabric of the School;
- Undertake such tasks, within the Department, that the Head of Department might reasonably request.

### **General**

- Promote the general progress and wellbeing of individual pupils;
- Assist in monitoring the appearance and general behaviour of pupils around the School, maintaining good order and sound discipline among pupils, including safeguarding their health and safety;
- Be actively involved in the School's pastoral and academic tutorial system;
- Be actively involved in the co-curricular programme;
- Cover for absent colleagues, do examination invigilation and other duties as required;
- Participate in School based INSET;
- Assist with administrative, organisational other tasks as may reasonably be requested by the Head of Department, the Senior Management Team or the Headmaster;
- Perform any other duty that the Headmaster from time to time might reasonably request.

### **Communications and Meetings**

- Attend Staff, Department and other meetings as appropriate;
- Assist with the Department's contribution to the School marketing effort;
- Preserve and foster the good name of the School in all dealings with the wider public.

### **Duties and responsibilities – Second in Mathematics**

#### Strategic Overview of IB

- Review and update IB Schemes of Work, tests and internal examinations;
- Support the Head of Department to arrange and staff IB teaching groups and check Session entries;
- Use tracking data to identify underperforming IB students and advise Head of Department;
- Keep abreast of developments in IB pedagogy and changes in specifications and advise Head of Department and the department;
- Organise and oversee the marking of IAs, including the moderation process;
- Manage IB resources;
- Mark IB entrance test papers and advise on suitability of course/route via Admissions, also prior learning needs pre-entry into Year 12;
- Review and update IB marketing material;
- Liaise with the IB Co-ordinator re. DP issues, internal deadlines;
- Liaise with Careers department re. IB issues.

#### Supporting and Mentoring New Colleagues to the Department

- Support and mentor new colleagues within the Department including NQTs;
- Support the Head of Department at school events involving IB;

- Take minutes of departmental meetings and, once agreed by Head of Department, publish to department and TSM Minutes;
- Support the Head of Department on recognising achievement of Mathematics students e.g. UKMC.

#### Maintain an overview of Mathematics Teaching and Learning at Taunton School

- Support the Head of Department in the day-to-day running of the Department;
- Oversee the development and deployment of IT resources within the department;
- Support Head of Department with ordering of resources and teaching equipment;
- Carry out informal lesson observations following discussion with Head of Department;
- Deputise for Head of Department when s/he is absent from school.

*The duties and responsibilities shown above are not intended to be exhaustive, and you will be required to undertake such additional duties as may be reasonably required and as commensurate with the level of responsibility within the school. All actions are to be discharged within the regulatory and legislative requirements to which the school is subject.*

#### **Person Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable record of CPD</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Teaching all age groups and abilities from Key stage 3 and upwards, including A level Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an Independent School</li> <li>• Teaching IB Maths and Further Maths A Level if applying for Second in Department</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Good ICT skills which are integrated into the teaching of the subject</li> <li>• Good classroom management and organisational skills</li> <li>• Excellent record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Able to adapt to new ideas and approaches to delivering topics</li> </ul>
<b>ATTITUDES &amp; APPROACH</b>	<ul style="list-style-type: none"> <li>• Professional manner</li> <li>• Desire for continual development and improvement</li> <li>• Collaborative and team-working approach</li> <li>• Shared responsibility approach</li> <li>• Positive “can do” attitude</li> <li>• A desire to develop and help others</li> <li>• Resilient</li> <li>• Personable and approachable</li> <li>• A willingness to enter into the spirit of the school, and contribute to the wider life and work of the school</li> <li>• Committed to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to students’ development outside of lesson time</li> </ul>