



# **Teacher of Mathematics**

**Full-time for September 2024**

**Job description and person specification**

## Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Michael Truss  
Principal

## About Concord College

Concord College is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity.

Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80 acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We also take care to nurture the individuality of students at Concord to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of the Concord community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor just outside Hastings in Sussex as a small privately-owned language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the College was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord accepted girls for the first time: at first, girls were taught at a separate site nearby at Attingham Park, though by the early 1980s all children were taught together at Acton Burnell. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 600 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities – a £12 million state-of-the-art Science building was opened in 2018 – and utterly outstanding outcomes for its students.

## **The Mathematics Department**

### **Staff**

The Mathematics Department is highly successful and well-resourced with a team of 22 experienced teachers. The Head of Mathematics and Computer Science is Dr Thomas Phoenix. Members of the department work as a team when preparing materials and everyone shares in the writing of weekly tests which are then used as common assessments. Each individual teacher is assisted to maximise the quality of their teaching. Regular departmental meetings, INSET, lesson observation and professional review all form part of this process.

### **Facilities**

All of the Mathematics classrooms are equipped with data projectors and interactive whiteboards and are located in a modern teaching block constructed in 2009. The department is making good use of Concord's IT provision and has a culture of sharing resources.

### **Courses**

Pupils in Forms 4 and 5 follow the Edexcel IGCSE Mathematics course with the most able also studying AQA Further Mathematics. In addition, Edexcel GCSE Statistics is offered as an optional subject.

Mathematics is the most popular subject at AS and A level and a large proportion of Concord students study Mathematics at this level, following the Edexcel course. Around 60 students take Further Mathematics each year and several students progress on to Oxbridge to study Mathematics or closely related subjects.

In Forms 4 and 5 the department also offers the Cambridge Computer Science IGCSE which concentrates mainly on the technical side of computers including designing algorithms and writing code, and is therefore suited to the more mathematically-minded students.

**Academic Results** can be found on our website - [www.concordcollegeuk.com](http://www.concordcollegeuk.com)

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the college. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the college is managed and students are cared for.

Teachers at the college are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. Staff are in sympathy with the boarding ethos of the college, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the college.

Teachers report to the Head of Department, and ultimately the Principal.

### **Main duties and responsibilities**

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' course work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials as directed by the Head of Department;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and university entry papers as required;
- managing student behaviour in the classroom and on college premises;

- participating in regular departmental meetings, INSET, college training events, observation and professional review in order to maximise the quality of teaching;
- use of the SIMS database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with heads of houses, house parents and/or personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by the Head of Department and Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

### **Qualifications:**

- a high-quality degree with Mathematics as the sole or a major focus
- a teaching qualification

### **Key Skills and Experience**

- the capability of teaching Mathematics expertly and confidently to all age groups 13-18, being up-to-date in his/her subject;
- the successful applicant should have the ability to teach Mathematics from GCSE through to A level Further Mathematics;
- an ability to also teach Computer Science would be of interest;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- the ability and willingness to contribute to the teaching of another subject on the Concord curriculum may be an advantage;
- the ability to contribute to the extra-curricular life of the College is essential;
- a background in boarding education may be an advantage;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

### **Person Profile**

The successful applicant should:

- be a passionate advocate of their subject;
- have good interpersonal skills and have the ability to work as part of a team;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- be able to communicate fluently and accurately in spoken and written English;
- be confident in handling students at both ends of the Concord academic spectrum;
- be flexible in outlook and amenable to change.

### **Hours of Work**

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible and contribute to the broader life of the college.

## Remuneration and benefits

We offer a generous remuneration package which includes a salary significantly above Main Scale, complimentary lunch (when the kitchen is in operation), participation in the Aviva Pension Trust for Independent Schools (maximum 22% employer contribution with flexible option for a cash allowance and/or salary exchange), life insurance and private health insurance.

## Application Information

The closing date for applications is **midday Monday 8 January 2024.**

Application forms are available on our website: <https://concordcollegeuk.com/about-concord/general/job-vacancies/>, or from our HR Department: [recruitment@concordcollege.org.uk](mailto:recruitment@concordcollege.org.uk); Tel: 01694 731631. Please note CVs will only be accepted if submitted with a fully completed and detailed application form.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on our website.