

MATHEMATICS TEACHER JOB DESCRIPTION

Job Title :	Mathematics Teacher
Line Manager:	Head of Department

Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the department.

Duties and Responsibilities

- Encourage high standards in all aspects of school life, particularly in student progress
- Contribute to the effective and efficient running of the School
- Promote a school culture which is positive, purposeful and professional
- Support and motivate students, teachers and other school employees
- Encourage consultation, review and improvement

Responsibilities in the Classroom

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs and with the form tutor and Head of House if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider work load
- Assess student's work accurately and regularly, giving thoughtful and meaningful feedback
- Promote high standards of organisation
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress

Administrative Responsibilities

- Be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion
- Improve, update and maintain materials and resources as needed
- Complete written assessments and reports according to guidelines and deadlines

Responsibilities to Parents

- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications

- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary

Responsibilities to the department and School

- Participate positively in departmental meetings, follow policies and generally contributing to the effective and efficient running of the department
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Take part in, and contribute to, INSET activities offered in the department and by the School
- Enthusiastically contribute to cross-curricular links and initiatives, and Leadership in Action activities
- Be involved in new responsibilities within the department as part of an ongoing process of professional development
- Keep up to date with developments in the Subject, and in education generally

Other Responsibilities

- Plus any duties that the Head Master deems necessary for the effective operation of the School

Required Qualifications, Knowledge, Skills and Personal Qualities

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (Plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extra-curricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

MATHEMATICS TEACHER JOB SPECIFICATION

The Mathematics Department at Harrow International School Bangkok is part of the Mathematics and Computing Faculty. The department is very well-resourced and has a dedicated teaching assistant. All classrooms are fitted with projectors and some with interactive whiteboards. The aim of the department is to make Mathematics accessible, enjoyable and stimulating, and to raise the attainment levels of all students. The School has a large number of high achieving mathematicians and the external examination results are always excellent.

Courses and examination boards

We currently offer the following qualifications:

- IGCSE Mathematics (Edexcel)
- GCSE Statistics (Edexcel)
- IGCSE Further Pure Mathematics (Edexcel)
- International A Level (IAL) Mathematics (Edexcel) - C12, C34, S1 and M1 or D1
- International A Level (IAL) Further Mathematics (Edexcel) - F1, F2, M2, M3, S2 and S3

In the Prep Phase (Years 6 to 8), Mathematics is based on a modified English National Curriculum that is designed to meet the needs of Harrow students. The IGCSE Mathematics course starts for all students in Shell (Year 9). GCSE Statistics is a popular option choice for Remove (Year 10) students.

Remove year accelerated students (Sets 1 and 2) take the IGCSE Mathematics examination early. Set 1 study IGCSE Further Pure Mathematics in Fifth Form (Year 11) and start AS Level Mathematics, whereas Set 2 study GCSE Statistics as an additional subject.

Both Mathematics and Further Mathematics are extremely popular choices at A Level. Approximately 85% of the Sixth Form opt to study Mathematics, with one third of them also studying Further Mathematics.

Academic results

Academic results in Mathematics at IGCSE and A Level are exceptional with 84% of students achieving an A or A* grade at IGCSE, 68% achieving an A or A* for A Level Mathematics and 61% achieving an A or A* for A Level Further Mathematics.

Department staffing

There are currently 15 full-time Mathematics teachers in the department. The timetable allocation for Years 6 to 11 aims to give each teacher a range of ability in the classes they teach. A Level teaching is split between two or three teachers who are allocated modules according to their strengths, interests and experience.

Desirable skills and attributes for teachers

- To be able to teach Mathematics to the full ability range, from Year 6 up to, and including, A Level Further Mathematics
- The ability to extend able students beyond the IGCSE and A Level syllabus
- Be able to plan lessons effectively to meet the needs of all students in the class.

Harrow International School Bangkok is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.

- A willingness to work as part of a team to ensure excellent practice
- A willingness to take on extra duties related to department needs as directed by the Head of Department
- A willingness to offer regular revision sessions for students outside of normal teaching hours (at lunchtimes and after school) in the lead up to examinations
- A passion for educating and inspiring children and young adults
- A fascination with the many varied and different methods of challenging students both inside and outside the classroom
- A willingness to share resources communally with members of the department
- A willingness to assist in maintaining a collegiate and supportive environment within the School and the department
- An awareness of the needs of EAL learners and strategies used to support and scaffold students' language development is beneficial as the majority of our students are non-native English speakers
- The ability to write academic references and letters of recommendation for Sixth Form students as part of their university application process, including supporting students with the writing of personal statements
- A willingness to take part in subject-related extra-curricular activities such as FOBISIA Mathematics