



# Quainton Hall School

## Job Description/Person Specification

**Post: Science/Mathematics Teacher (Full Time, Permanent).**

### **Purpose of the Job:**

To carry out the professional duties of a Science and Maths Teacher, as circumstances may require in accordance with the school's policies, under the direction of the Director of Studies/Headmaster.

The post reports to the Director of Studies and Headmaster. The post holder will liaise closely with the Heads of Maths and Science to ensure the consistency of the delivery of Maths and Science across all key stages.

### **Areas of Responsibility and Key Tasks.**

#### **Planning, Teaching & Class Management.**

- Teaching Science and Mathematics to pupils aged 10 to 12.
- To plan, prepare and deliver lesson activities for students according to the school's curriculum policy, which ensure progression, pace and challenge, and which makes appropriate educational provision for all students.
- To have knowledge of and keep up to date with current pedagogy, including the requirements of Entrance Exams and the National Curriculum.
- To maintain a positive and inspiring working environment for effective learning, including resources and the students' work.
- To make effective and meaningful use of ICT to promote teaching and learning.
- To be aware of current Health and Safety regulations relevant to your subject.
- Undertake rigorous quality assurance to ensure that pupils are performing according to expectations.
- Prepare experiments for the teaching of Science and clear away once the experiments are over.

- Ensure the Science department meets current legislation regarding the safe teaching of Science.
- Responsible for Health and Safety within the Science laboratory, reporting to the school's Health and Safety Officer.
- Teaching up to GCSE level would be advantageous in either Science or Mathematics.
- Support pupils through both the curriculum and additional opportunities for Science and Mathematics enabling excellent progress beyond expectations.
- Have the highest aspirations and expectations regards quality of pupils' work.
- Contribute to the ongoing development of the curriculum

### **Monitoring, Assessment, Recording, Reporting.**

- To assess and monitor systematically the progress of each student within your classes.
- To mark, record and monitor work, providing constructive feedback and setting meaningful targets for future progress in order to inform planning.
- To provide reports of attainment on individual students to the Director of Studies, Headmaster and Senior Management Team.
- Attend parents' evenings and meet with parents as necessary.
- To be familiar with the policy for identification, assessment and support of children with special educational needs.
- To contribute to reports on the personal and social needs of students, as required

### **Other Professional Activities.**

- Co-curricular involvement and initiatives according to particular strengths.
- Attending meetings and undertaking duties including playground, lunchtime, prep as reasonably requested by the Director of Studies.
- School events – attendance at and support for regular events throughout the year such as Advent Service, Summer Fair, Speech Day, Friends of Quainton Hall events.
- An understanding of the independent school sector.

### **Personal Specification and Experience.**

- Appropriate qualifications: qualified teacher status (degree or equivalent) and preferably a degree in Maths or Science.
- Successful track record of Maths and Science teaching.
- A good in depth knowledge of Key Stage 3 and Common Entrance requirements.

- The ability to work collaboratively and supportively.
- Commitment to the protection and safeguarding of children.
- Good IT and Interactive Whiteboard skills.
- Effective classroom management skills.
- Commitment to ongoing professional development.
- Willingness to contribute to the co-curricular life of the school.
- Enthusiasm for teaching, empathy with young people and a sense of humour.

*In addition to the ability to perform the duties of the post, the interview for short-listed candidates will explore issues relating to safeguarding and promoting the welfare of children.*

*Quainton Hall School is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check.*