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| ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| Job Role | Maths Teacher KS3, 4 and 5 |
| Reporting to | Head of Maths |
| Working pattern | Full Time |
| Background | ArtsEd Day School and Sixth Form is an exceptional independent school for 11 to 18-year-olds where pupils immerse themselves in high-calibre academic study whilst developing their talent and their passion for performance. Founded 100 years ago by two ground-breaking educationalists, Grace Cone and Olive Ripman, our ethos remains true to their vision: to provide a broad and balanced education stretching pupils to achieve both their academic and artistic potential.Our combination of talented teachers meeting young talented minds creates a truly dynamic environment for teaching and learning. Dedicated staff build warm and constructive learning relationships with pupils, creating a strong ethos of nurture and individualism that enables each pupil to flourish as a person, as a learner and as a performer. Our successful balance of vocational and academic classes instils in our pupils a deep-seated confidence and a broad range of skills, giving them the scope at 16 or 18+ to pursue a path that’s right for them.Exceptional pastoral care combined with expert teachers inspire pupils’ confidence, curiosity and commitment to all of their studies, both academic and vocational. Our aim is for every pupil to leave ArtsEd as a creative, articulate and imaginative young adult, assured of their ability to achieve their best in their chosen field. |
| Summary of the role: | Mathematics is taught within a strong, successful and supportive department which has a central position within the curriculum.Students are streamed in Years 7 and 8 into two groups, with all groups sitting the GCSE Examination at the end of Year 11 and results are consistently strong.The aim of the Mathematics Department is to ensure that each student is provided with the confidence to develop their mathematical knowledge from Year 7 to the sitting of public examinations. Each student should fulfil their mathematical potential in an environment where they can work with understanding and yet still be challenged and extended. In KS3 (Years 7 and 8) each student has five x 40-minute lessons per week; in KS4 (Years 9, 10 and 11) each student has six x 40-minute lessons per week; in KS5 students have four x 80-minute lessons per week (double lessons).Outside lessons, students may attend Mathematics ‘Clinics’ where they can receive extra help from a member of the Department. In Years 7 and 8 we follow the Edexcel Active Learn. In Year 9 we start the GCSE syllabus following the Edexcel Linear Mathematics A 1MA0. For KS5 we follow the Edexcel syllabus covering modules Pure 1 and 2, S1 and M1.The ethos of the school is one of shared responsibility to which all teachers make a significant contribution. As many departments consist of just one-member it is important that the teacher contributes throughout the year to the school’s strategic planning.All staff are expected to contribute to the overall teaching of their chosen subject elsewhere in the school and to use their wider skills by having a form tutor group and covering colleagues when they are absent. The post would suit an experienced teacher who desires to teach a range of abilities. |
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| Main duties and responsibilities: | **GENERAL*** To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
* To teach Maths at Key Stages 3, 4 and 5 within the framework of the Examination Boards.
* Assessing and recording pupils’ progress in accordance with the school policy
* To maintain and monitor appropriate records of pupils’ learning and achievements
* To write reports, attend parents’ meetings and respond to parents’ enquiries
* To implement the school’s agreed policies
* To maintain effective discipline through implementation of the school’s agreed policies and procedures
* Setting high personal and professional standards in all aspects within your subject area and acting as a professional role model for others in your subject area and the school in general.
* To take part in the performance management/appraisal programme
* To liaise with form tutors in relation to whole class and individual pupils
* To take on the pastoral responsibilities of a Form Tutor if appropriate
* To keep abreast of all examination specifications and meet all deadlines.
* To attend parents’ evenings
* To organise appropriate extra-curricular opportunities and experiences (e.g. educational trips) to enhance the enrichment and learning of pupils in your subject area and leading the provision of the general extra-curricular programme of the Maths Department
* Supporting the development and training of other members of the department in your subject area and being willing to contribute to the development of any NQTs when appropriate.
* Actively encouraging and promoting the use of ICT as a teaching strategy within your subject area.
* Keeping abreast of national developments in Maths at all Key Stages, and its assessment in order to develop the learning and attainment of pupils in line with national expectations.
* Liaising with other teaching staff, and, where relevant, other department heads to help organise enrichment, trips etc. for Maths.
* Helping to promote links with educational organisations outside of ArtsEd, including outreach
* Promoting an awareness of relevant career opportunities and experiences for pupils, in Maths subjects

**COMMUNICATION AND MEETINGS*** To lead on departmental meetings – to include scrutiny and sharing of good practice.
* To implement plans and decisions made during such meetings.
* To take joint responsibility (along with all members of the department) for the creation and distribution of minutes from meetings.
* Developing and sharing teaching and learning resources

 **FINANCE AND RESOURCES*** To work within the budget allocated.
* To keep an accurate written record of all books/equipment sold to pupils.
* To provide a list of these disbursements when required by the relevant Line Manager.
* To provide a list of examination and school trips disbursements when required by the Finance Director.

CURRICULUM* To make a significant contribution to the department through effective planning and teaching.
* To initiate, develop and maintain schemes of work, within the framework of the requirements of the examination boards.
* To maintain sound discipline within the school’s agreed policies.
* To strive for excellence in the quality of teaching and learning within the department, maintaining records, and writing reports.
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| All staff | * All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.
* All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
* All staff must adhere to the staff Code of Conduct.
* All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.
* All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.
* All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.
* ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.
* You may also be required to undertake such other comparable duties as your line manager requires from time to time.
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| Person specification |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
|  | Method of assessment |
| Qualifications | The professional, technical, or academic qualifications that the Applicant must have to undertake the role or the training that they must have received:* A Degree in Maths
* PGCE / QTS desirable
 | Production of the Applicant’s certificatesDiscussion at interviewIndependent verification of qualifications |
| Experience | The categories of work or organisations, types of achievements and activities that would be in the role:* Relevant teaching experience, preferably in a co-educational environment at Key Stages 3 - 5
 | Contents of the application formInterviewProfessional references |
| Skills | The skills required by the Applicant to perform effectively in the role:* Ability to inspire and develop young students academically
* Outstanding teaching skills
* Ability to implement new examination specifications
* Ability to design and implement interesting and creative schemes of work
* Effective classroom management
* Ability to teach pupils of all abilities
 | Contents of the application formInterviewProfessional references |
| Knowledge | The knowledge required by the Applicant to perform effectively in the role:* A firm and up-to-date understanding of the maths curriculum
* Knowledge of Edexcel syllabuses for GCSE and A-level
* Excellent maths skills and abilities, preferably with ability to teach applied maths
* Ability to teach and inspire across the range of teaching pedagogy and strategies relevant to the teaching of Maths
* Familiarity with current best practice
* A good knowledge of assessment procedures
 | Contents of the application formInterviewProfessional references |
| Personal competencies and qualities | The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people:* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* A passion for Maths
* Initiative and resourcefulness
* Emotional resilience.
* Positive attitude to use of authority and maintaining discipline.
* Willing to contribute to the co-curricular life at ArtsEd
* A strong commitment to educating young people.
* The ability to work constructively across a wide age and ability range.
* The all-round ability to discharge all professional duties properly.
* Enthusiasm for the work of this specialist school including a passion for educating through the Arts.
* Ability to work as part of a small team and communicate effectively.
 | Contents of the application formInterviewProfessional references |