

**Maths Teacher**  
**Job Description & Person Specification**

<b>Responsible to:</b>	Head of Department – Mathematical Sciences
<b>Line manages:</b>	N/A
<b>Job Overview</b>	Working as part of an established and cohesive team, to support the Head of Department in the planning and delivery of high quality and enjoyable co-educational Maths lessons to children of all abilities in our Senior School, up to and including GCSE.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Be actively involved in the delivery of the Maths curriculum for children in the Senior School up to and including GCSE.</li> <li>• Be familiar with the requirements of the National Curriculum, GCSE qualifications and understand the Scholarship system for which you will be required to prepare candidates.</li> <li>• Contribute to the schemes-of-work for each teaching-group in line with the requirements laid down by the Head of Department</li> <li>• Be responsible for the attitude, discipline, safety, well-being, and progress of the children in the lesson.</li> <li>• Run and/or assist in the organisation of extra-curricular activities.</li> <li>• Organise suitable tasks, responsibilities, and rewards.</li> <li>• Making suitable provision within the organisation of the teaching for the range of ability within the class.</li> <li>• Ensure the discipline, well-being, and progress of his or her teaching-groups.</li> <li>• Ensure that the general standard of the work within his or her teaching-groups is of the standard required.</li> <li>• Keep the Form Teacher/Tutor/Head of Year informed about any difficulties relating to pupil work and progress in the groups which the Subject Teacher teaches.</li> <li>• Assess pupil-progress including testing and efficient marking of work, providing grades and comments (where necessary) for half-term and end-of-term reports.</li> <li>• Ensure the display of work produced by pupils in his or her teaching-groups.</li> <li>• Attend and contribute to meetings called by the Head of Department and others as required.</li> <li>• Carry out supervisory duties as required and determined by the School.</li> <li>• Provide cover for absent colleagues when required and being willing to help supervise year-group outings as appropriate.</li> <li>• Attend Parents’ Evenings and special school functions such as Open Day, Tribe Athletics, Carol Service and Concerts.</li> <li>• Assist with trips and events as directed by the Head of Department</li> </ul>

**This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.**

	<ul style="list-style-type: none"> <li>• Maintaining effective communicative relationships with parents and staff.</li> </ul>
<b>Keys Skills &amp; Knowledge:</b>	<ul style="list-style-type: none"> <li>• The ability to teach Maths to GCSE is essential.</li> <li>• Experience of teaching Further Mathematics being preferable</li> <li>• The candidate should have a strong personal academic record.</li> <li>• Personal study of Mathematics at A-Level essential</li> <li>• Personal study of Mathematics based degree preferential</li> <li>• Demonstrates high-quality teaching-skills and expertise in creating a positive, encouraging and stimulating learning environment reflecting a strong commitment to the personal and professional growth of the children.</li> <li>• Demonstrates the ability to create a good rapport with children enthusing and motivating children with a range of abilities.</li> <li>• Demonstrates the ability to promote the welfare and protection of children within the School.</li> <li>• Demonstrates a proven ability to implement programmes which enhance children's learning.</li> <li>• Has the ability to use appropriate assessment and reporting techniques to monitor and record children's learning, and to provide parents with appropriate feedback on children's performance.</li> <li>• Demonstrates a strong work ethic with the capacity to work effectively as a team member.</li> <li>• Demonstrates a proven ability to communicate effectively with children, parents, and colleagues.</li> <li>• Demonstrates a commitment and capacity to contribute actively and effectively to a broad range of school activities as a member of the School community.</li> <li>• Is confident in the use of ICT within the school environment, embracing new and emerging technologies to enhance the children's learning experience.</li> <li>• Is qualified to drive a school minibus (desirable - or the ability to be trained to do so).</li> </ul>
<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"> <li>• A keen interest in your subject and commitment to conveying that to your pupils.</li> <li>• A familiarity with GCSE Maths syllabi.</li> <li>• A kindness and a belief in the ability and potential of all pupils to grow and develop.</li> <li>• A clear and effective communication with colleagues, pupils, and parents.</li> <li>• Organisational acumen and clear communication style.</li> <li>• A collaborative and 'can do' approach to work.</li> <li>• A self-reflective approach and commitment to personal development.</li> <li>• A resilience and flexibility to respond to challenges and change.</li> <li>• A willingness and ability to embrace digital technology to enhance learning.</li> <li>• An engagement with international trends and global perspectives.</li> <li>• A commitment to making the School's vision and values a reality.</li> </ul>
<b>Commitment to Safeguarding and Welfare</b>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Maths Teacher will:</p> <ul style="list-style-type: none"> <li>• Help to safeguard the children's wellbeing and maintain public trust in the teaching profession.</li> <li>• Help to provide a safe environment in which the children can learn.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Help to identify children who may need extra support or who are suffering, or are likely to suffer, significant harm.</li> <li>• Promptly raise any concerns to the School's Designated Safeguarding Lead and work with other services as needed.</li> <li>• Attend the relevant child safeguarding training and other mandatory induction training as required by the School.</li> </ul>
<p><b>Promoting the Health, Safety and Wellbeing of Pupils and Staff</b></p>	<p>At all times the Maths Teacher will:</p> <ul style="list-style-type: none"> <li>• Maintain awareness of, and comply with, the School's H&amp;S policy.</li> <li>• Where appropriate, conduct and document risk assessments in their area of responsibility.</li> </ul>

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