



# DWIGHT SCHOOL LONDON

*Igniting the spark of genius in every child*

PERSONALISED LEARNING • COMMUNITY • GLOBAL VISION

## Candidate Information



## Subject Leader for Mathematics

# Message from the Head of School

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Dwight School London is proud to be an International Baccalaureate (IB) school and we share the IB mission to 'educate for a better world'. The positive ethos that exists in our school is evidenced through good relationships, intercultural understanding, supportive behaviour, respect and hard work. By knowing our students well we are able to personalise learning and to focus on individual progress, helping each child to achieve their potential.

Our aim is to become the school of choice both as an international school for expatriates in London but also for the local community who seek international-mindedness and global engagement for their children and more importantly, far more than just an exam driven curriculum.

Best wishes

Mrs Alison Cobbin  
Head of School

## About Dwight School London

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Dwight London was authorised as an International Baccalaureate World School in 1995, and it is now one of just a handful of international schools in the UK able to offer all three educational programmes of the International Baccalaureate Organisation – the Primary Years Programme (IBPYP), the Middle Years Programme (IBMYP) and the prestigious IB Diploma.

Dwight is very active internationally and benefits from its links with its sister schools in New York, Seoul, Shanghai, Dubai and the Dwight Global online school.

The Dwight School community has a rich diversity of cultures, nationalities and experiences, with over 50 nationalities represented and over 40 languages spoken. We are a small, very friendly and supportive community with high aspirations for our students, and high expectations of our staff.

Our philosophy is to build confident, compassionate young people who influence the future. We are committed to the IB philosophy of educating for a better, more peaceful world.



# A brief Guide to Life in London

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London is the capital and most populous city of England and the United Kingdom. Standing on the River Thames, London has been a major settlement for two millennia, its history going back to its founding by the Romans, who named it Londinium. London's ancient core, the City of London, largely retains its 1.12-square-mile (2.9 km<sup>2</sup>) medieval boundaries and in 2011 had a resident population of 7,375, making it the smallest city in England. Since at least the 19th century, the term London has also referred to the metropolis developed around this core. The bulk of this conurbation forms the Greater London administrative area governed by the Mayor of London.

London is a leading global city, with strengths in the arts, commerce, education, entertainment, fashion, finance, healthcare, media, professional services, research and development, tourism, and transport all contributing to its prominence. It is one of the world's leading financial centres and has the fifth-or sixth-largest metropolitan area GDP in the world depending on measurement. London is a world cultural capital. It is the world's most-visited city as measured by international arrivals and has the world's largest city airport system measured by passenger traffic. London's 43 universities form the largest concentration of higher education institutes in Europe. In 2012, London became the first city to host the modern Summer Olympic Games three times.

London has a diverse range of peoples and cultures, and more than 300 languages are spoken within Greater London. The region had an official population of 8,416,535 in 2013, the largest of any municipality in the European Union, and accounting for 12.5% of the UK population. London's urban area is the second most populous in the EU, after Paris, with 9,787,426 inhabitants according to the 2011 census. The city's metropolitan area is the one of the most populous in Europe with 13,614,409 inhabitants, while the Greater London Authority puts the population of London metropolitan region at 21 million. London was the world's most populous city from around 1831 to 1925.

London contains four World Heritage Sites: the Tower of London; Kew Gardens; the site comprising the Palace of Westminster, Westminster Abbey, and St Margaret's Church; and the historic settlement of Greenwich (in which the Royal Observatory, Greenwich marks the Prime Meridian, 0° longitude, and GMT). Other famous landmarks include Buckingham Palace, the London Eye, Piccadilly Circus, St Paul's Cathedral, Tower Bridge, Trafalgar Square, and The Shard. London is home to numerous museums, galleries, libraries, sporting events and other cultural institutions, including the British Museum, National Gallery, Tate Modern, British Library and 40 West End theatres. The London Underground is the oldest underground railway network in the world.

<https://earth.esa.int>





# Role Summary

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If you are frustrated with league tables and national curriculum bureaucracy; if you want to work in a greenhouse, not a hothouse; if you want the benefits of teaching in an international school, without leaving London; this job may interest you.

This is an exciting opportunity to join an established international school in London, as the leader of the Mathematics Department and to teach Mathematics across the 11-18 age range.

## Candidate Profile

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We will expect the post holder to be an outstanding educator who can lead by example and has a willingness to innovate. Dwight School London is a values driven organisation and the successful candidate will have to demonstrate an understanding of and a commitment to student-led, inquiry-based learning and the attributes of the IB learner profile. An international outlook is essential and experience of the IB programmes and international education will be an advantage.

The successful candidate will have opportunities for professional development, the support of a resourceful, experienced and dedicated line-manager, friendly and helpful colleagues, a supportive parent body, genuinely fantastic students and all the advantages of a vibrant, diverse and welcoming international community.



# Job Purpose & Key Responsibilities

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## 1. INTRODUCTION

- The purpose of this job description is to identify generic and specific individual responsibilities in order for the teacher to participate at Dwight School London in a full and effective way.
- This job description takes into account the contract agreed between Dwight School London and the job holder. It relates to the professional and representative role that the job holder has within Dwight School London.
- It will reviewed at the beginning of each academic year or sooner if necessary
- The job description will be referred to by the job holder and the team leader during the Performance Management process.
- The job description is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

## 2. CORE TASKS

- To prepare, provide and review class or subject based activities that maximize opportunities for student learning.
- To plan lessons by agreed deadlines in agreed formats and to ensure that copies of planning are available to interested parties.
- To show good subject knowledge and to share this with other staff when appropriate.
- To provide a stimulating ordered learning environment where time and resources are used well.
- To respond promptly and constructively to pupils' work.
- To involve students in the target setting process.
- To set homework that consolidates and extends classroom learning and that is based on individual need.
- To ensure the good behaviour of students and to develop within them positive attitudes towards peers, adults, property and school work.
- To encourage independence, perseverance and determination.
- To maintain effective records of pupil progress and to ensure the transfer of up to date records when students change classes or school.
- To seek opportunities to broaden your knowledge and experience in the field of education and to develop professionally and personally.
- To develop and maintain a good home-school partnership; to consult with and inform parents of the progress, attainment and attitudes of their children.
- To contribute to a whole school approach where quality, support, encouragement, teamwork, enthusiasm, challenge, expectation, achievement, involvement, praise and respect are key characteristics.

## 3. INDIVIDUAL RESPONSIBILITIES

- To share in the planning, preparation and delivery of the MYP and DP Mathematics curriculum for Upper School classes recognising the broad range of ability and prior school experience that exists.
- To work in partnership with your department colleagues ensuring good communication and clarity regarding the tasks you wish accomplished and the related learning objectives.
- To develop a learning rich environment in which students develop confidence, independence and motivation to achieve high standards in Mathematics.
- To focus on Upper School assessment requirements i.e. MYP and DP Mathematics and to plan to ensure that students have every opportunity to reach their optimum level of achievement.
- To develop student portfolios, displays of work etc. that demonstrate progress and celebrate achievement in Mathematics.
- To work closely with parents ensuring good communication and developing a partnership approach.

- To contribute to the successful development of Upper School through participation in meetings and by supporting colleagues professionally and pastorally.

#### 4. SUBJECT LEADER RESPONSIBILITIES

##### Staff

- To monitor preparation, teaching methodology and curriculum delivery and to ensure they are effective
- To chair discussion of school and department matters; to ensure that minutes are taken and distributed to relevant staff
- To provide guidance and support for teaching staff with particular responsibility for induction of newly appointed staff
- To delegate and arrange responsibilities within the department
- To provide input into the selection of new staff into the department

##### Students

- To ensure equality of opportunity
- To liaise with relevant staff regarding the monitoring and evaluation of student progress
- To liaise with Quest department over students needing help
- To organise student into teaching groups within the Upper School
- To provide advice to students about course choices where appropriate

##### Curriculum

- To review and update schemes of work in accordance with requirements of the school and/or IB
- To provide guidance in regard to the safe implementation of the curriculum
- To monitor the implementation of schemes or units of work
- To coordinate the department's section within the curriculum guides
- To ensure the homework policy is consistent with school policy
- To liaise with other departments over delivery of curriculum particularly cross-curriculum themes, dimensions and skills
- To monitor and evaluate the Department's policy for assessment (including marking) and recording, and to ensure that it is consistent with the guidelines of the IB
- To ensure internal moderation is carried out in accordance with IB regulations

##### Examinations

- To determine if requirements are met for external examinations/moderation
- To coordinate all internal exam papers
- To assist in the management of external moderation and examination procedures

##### Management

- To implement policies to ensure quality in learning, teaching and management
- To disseminate decisions to department and implement school policies
- To be an active member of the Subject Leaders group, attend Subject Leaders Meetings and contribute to the development and leadership of the Middle Years and Diploma Programmes

##### Resources

- To arrange effective and safe storage of equipment
- To maintain an inventory of specified items
- To ensure the availability of resources for the implementation of the programme
- To liaise with the IT Coordinator over effective use of IT within the department
- To manage the department budget

## Accommodation

- To oversee department teaching areas with regard to tidiness and safety
- To ensure that department areas create a positive learning environment, particularly with regard to display work

## Parents

- To communicate essential information to parents in consultation with the IB Coordinators/Upper School Principal

## Ethos and Image

- To ensure that the faculty has a high profile within the school and the community
- To ensure that the faculty strives to enhance the reputation of the school at all times.

## 5. WHOLE SCHOOL RESPONSIBILITIES

- To attend and contribute to Student, Parent, Teacher Consultations and Open Days
- To take an active part in the school community including involvement in the supervision of students, involvement in Upper School and Dwight School events and presentation and the provision of extracurricular activities
- To attend and contribute to department and staff meetings
- To cover for colleagues when necessary

## 6. OTHER DUTIES

- The job holder may, from time to time, need to carry out other duties as reasonably directed by the Head of School or line manager.





# Personal Specification

Category	Essential/Desirable
<b>Education and Training</b> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Recognised Bachelor's degree</li> <li>• Recognised Masters or postgraduate qualification</li> </ul>	E E D
<b>Experience</b> <ul style="list-style-type: none"> <li>• A minimum of 3 years of successful Secondary School teaching of Mathematics</li> <li>• Experience in teaching IB MYP Mathematics</li> <li>• Experience in teaching IB DP Mathematics</li> <li>• Experience in school leadership role</li> </ul>	E D D D
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Knowledge and understanding of Mathematics to IB Diploma Higher Level</li> <li>• Knowledge and understanding of the International Baccalaureate</li> </ul>	E D
<b>Skills and abilities:</b> <ul style="list-style-type: none"> <li>• Excellent organisational and communication skills.</li> <li>• Good IT and presentational skills</li> <li>• Ability to manage, motivate and inspire students.</li> <li>• Ability to work independently with initiative</li> </ul>	E E E E
<b>Attitudes:</b> <ul style="list-style-type: none"> <li>• Having high expectations of staff and students</li> <li>• A willingness to be flexible and adaptable and to contribute to whole school development</li> <li>• International mindedness</li> </ul>	E  E E





# The Application Procedure

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Position: Upper School Mathematics Subject Leader

Reporting to: Upper School Principal

Liaising with: IB Diploma Coordinator/MYP Coordinator

Start date: August 2019

Salary range: £40,000 - £45,000 depending on experience and qualifications

To access the application form please go to <https://www.tes.com/jobs/employer/-1055500>.

In your supporting statement please outline how your skills and experience meet the job description and person specification. The deadline for applications is Wednesday, 9th January 2019, but early applications are encouraged as we may appoint before the deadline if the right candidate is found.





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