WATFORD GRAMMAR SCHOOL FOR GIRLS

Acting Headmistress: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Teacher of Mathematics MPS/UPS Required from September 2018

Teacher Closing Date: noon 17th January 2018 Interview Date: 23rd January 2018

Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form*
Department & Person Specification
Job Description (generic)
Child Protection Policy
Safer Recruitment Policy

*Available on website if you have requested an electronic information pack. This form includes an Equal Opportunities Monitoring Sheet which will be separated from your application form on receipt.

You are welcome to send a copy of your cv however it must be accompanied by a fully completed and signed application form. A cv alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged.

Applicants who are not called for interview will not be informed that they have been unsuccessful. If you have not heard within 2 working days of the closing date you may presume that you have not been shortlisted.

Applicants invited for interview will be required to bring with them original copies of teaching or other relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

If you are selected for interview, you will also be invited to make a visit to the school to view the facilities and ask general questions. This will normally take place on the same day as the interview, however if you have queries regarding details of the role prior to your application you may contact the Head of Department, Ms Susan Harris on s.k.harris@watfordgirls.herts.sch.uk.

Contact details for Return of Completed Application forms and other enquiries:

Susan Granville
Executive Assistant to Headmistress/HR Manager
Pa2head@watfordgirls.herts.sch.uk
01923 223403 extension 202

Registered in England & Wales - Company No: 07349254. Registered name and address as detailed

GENERIC CLASSROOM TEACHER JOB DESCRIPTION
NOT SPECIFIC TO INDIVIDUAL

JOB TITLE: **CLASSROOM TEACHER**

REPORTS TO: **DEPUTY HEADTEACHER OR LEARNING SUPPORT LEADER**

SALARY RANGE: **TEACHERS' PAY SCALE (MAIN OR UPPER)**

1. Purpose of the job

To deliver high quality teaching and learning to pupils who are assigned to the postholder.

2. Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the postholder.

- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder's pupils.

- Provide leadership across the school in a designated subject or curriculum area, this to include:
  i) monitoring quality and standards
  ii) contributing to school planning and self-evaluation
  iii) providing professional support to other teachers and support staff
  iv) advising the headteacher on appropriate resources and materials
  v) leading appropriate professional development.

3. Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

- provide a role mode for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

WATFORD GRAMMAR SCHOOL FOR GIRLS

PERSON INFORMATION

- Excellent classroom teacher
- Good honours degree in Mathematics or related subject.
- The ability to teach Mathematics throughout the school including to A level, this may include Further Mathematics.
- Committed to promoting good teaching and learning
- Good understanding of teaching and learning at KS3, KS4 and KS5
- The ability to work as part of a team
- Good organisational and administrative skills
- Dynamic, enthusiastic, energetic, initiative
- Committed to projecting and maintaining the high profile of Mathematics throughout the school
- Willingness to organise and take a full part in the Department's enrichment activities
- In sympathy with the aims of the school
- Good ICT skills and experience of using ICT in teaching

- An ability to offer a second subject will be an advantage.

A command of spoken English that is sufficient to effectively carry out the duties of the role is also required.

We can offer you a wide-ranging experience, the opportunity to make a significant contribution to the future of the department and the opportunity to develop as a professional within a dynamic department.

WATFORD GRAMMAR SCHOOL FOR GIRLS

MATHEMATICS DEPARTMENTAL INFORMATION

The Mathematics Department is a large, well-established, enthusiastic and friendly department of experienced teachers. All of these are Mathematics specialists who work together very well as a team, with an ethos of transparency and support. It is also fully engaged in training at least 2 people every year on both the School Direct and University based PGCE courses. The Department has its own building - opened in September 2009 with 8 teaching rooms, 2 ICT rooms and a staff room. Each classroom has a Hitachi interactive whiteboard.

In Year 7 the teaching groups are mixed ability form groups until the autumn half term. The girls are then put into two half year bands of 4 sets based on ability. From Year 8 to Year 11, the girls are taught across the year in seven or eight sets. The set size is dependent upon the ability of the girls and can vary from 10 to 32. In Years 7 to 9, there are currently five lessons of Mathematics per week, usually two doubles (1 hour 5 minutes long) and one single period (30 or 35 minutes). Then for Years 10 and 11 this becomes three doubles. At Key Stage 4 we follow the Edexcel syllabus with about 150 girls taking GCSE at the Higher Level and approximately 30 at Foundation.

In the Sixth Form the Edexcel syllabus is followed. There are currently approximately 200 girls taking A Level Mathematics with a substantial number also studying Further Mathematics. The current entry requirement for A-Level is a grade 7 at GCSE, with a grade 8 or 9 needed for Further Mathematics.

The girls' examination results are consistently high. In 2017, 89% of students gained a grade 4 or above at GCSE and 67% a grade B or above at Advanced Level.

At Key Stage 3 we use the Elmwood Press "Essential Mathematics" series of textbooks. For Key Stage 4 we use Edexcel's own book for the two-tier syllabus. At Advanced Level we use the Pearson books for the Edexcel syllabus.

A wide and varied programme of extracurricular events is key to our work within the department. We have regular visits from prominent Mathematicians including Matt Parker, Ben Sparks and James Grime. The Department encourages girls to take part in the UKMT Mathematics Challenges, the Hans Woyda quiz competition and the Edge Hill Maths Challenge, as well as joining the lunchtime Maths Club. We also run regular departmental trips taking students to Thorpe Park and Cambridge.

The school has an academic Sixth Form; girls study A levels. We do not offer any vocational subjects or diplomas. Of the 200 girls in year 13, approximately 95% will continue on to Higher Education. Some girls will take Mathematics degrees. Other students will use their Mathematics for courses such as Economics or Science/Medical degrees. Increasing numbers of girls are going on to study Engineering at Universities such as Cambridge, Edinburgh and Sheffield.

Broad Aims of the Department

1. To provide an environment where pupils are able to fulfil their potential in Mathematics, equipping themselves with the skills required to use Mathematics effectively in their Further Education and future career

2. To ensure that all pupils attain a working knowledge of Mathematics, enabling them to attain a qualification that will allow them to move on and access any future opportunities that they wish to follow.

3. To inspire an interest in and confidence when working with numbers, allowing the girls to enjoy a sense of wonder and fostering a sense of discovery.

Additionally all members of the department must be able to

- share ideas and work effectively as part of a team
- incorporate ICT into classroom teaching
- relate well to pupils and be prepared to give time to pupils outside normal lessons
- be involved in extracurricular Mathematics activities
- recognise the importance of good organisation and time management skills
- embrace the ethos of the school

This school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment.