



## Devonshire House Preparatory School

### Maths Teacher

#### School Context

Devonshire House is a large co-educational prep school (500 on roll) in Hampstead, north London, at a time of exciting development and improvement as part of the Dukes Education family, intent on offering an outstanding education in every sense for its pupils and their parents. The school has just acquired a fifth building, giving more scope for outdoor play and sport, as well as doubling specialist teaching room capacity. The values of the school are unashamedly traditional, whilst its outlook on teaching pedagogy is very much modern. Devonshire House aims to recruit the best teachers and leaders available and retain them by providing an attractive package and huge scope for career advancement. This is augmented by its engaged governance as part of Dukes Education, which promotes inter-school collaboration and collegiality.

#### Summary of the role

We are seeking an outstanding Specialist Maths Teacher to join our thriving co-educational prep school in beautiful Hampstead. Devonshire House offers high quality professional development and the opportunity for career progression for ambitious, talented teachers who know how to challenge and support the learning of girls and boys of different learning profiles. Excellent pastoral care and positive engagement with parents are also vital for the role.

#### Job Description

##### Main responsibilities

- To teach maths and other subjects to the relevant years
- Teach the Maths curriculum within the Upper School.
- Teach lessons at the times stipulated on the School timetable.
- Oversee schemes of work and detailed termly and weekly lesson plans, linking to the School's ISEB syllabus at the appropriate levels.
- Liaise with other teachers within the year group to ensure consistency across the curriculum and syllabus.
- Periodically review schemes of work and teaching methods, as well as keeping up to date with key changes in the National Curriculum, with emphasis on your specialist subject.
- To prepare schemes of work, termly plans and weekly lesson plans for his or her specialist subject linking to the National Curriculum at the appropriate levels as indicated by the Devonshire House Syllabus.
- To take on the role of Form Tutor
- To liaise with other teachers in parallel classes to ensure consistency across the curriculum.
- To teach lessons at the times stipulated on the school timetable.
- To promote and safeguard pupils' welfare.
- To maintain order and good discipline among pupils and safeguard their health and safety.
- To set, mark and record work done in school and for homework.

2 Arkwright Road, London, NW3 6AE

Telephone: 020-7435 1916 | Email: [enquiries@dhpprep.co.uk](mailto:enquiries@dhpprep.co.uk) | [www.devonshirehouseschool.co.uk](http://www.devonshirehouseschool.co.uk)

Head: Mr Henry Keighley-Elstob. BA (Hons), PGCE



- To carry out all other duties, in and out of the classroom, including out of school activities and outings, care of the environment, display and overall care.
- To make regular assessments of pupils' attainment and progress and enter pupil's half termly grades on the academic database.
- To write reports on pupils' attainment and progress twice per year.
- To attend parents' evenings to discuss pupils' progress with parents.

## Person Specification

### QUALIFICATIONS, EDUCATION AND TRAINING

Non-UK qualifications require a statement of comparability from ENIC (previously NARIC)

Essential:

- GCSEs or equivalent at a Grade C/4 and above in Math, English and Science
- Experience using Microsoft office programmes, especially excel and word.
- Strong subject knowledge
- Personally committed to continued professional development.

Desirable

- Experience of the Independent school environment.
- Experience of working with children of Prep school age.

### KNOWLEDGE AND EXPERIENCE

Essential criteria:

- Strong subject knowledge.
- Competent in software such as PowerPoint, Excel, Google Slide and Word.
- Personally committed to continued professional development.

Desirable criteria:

- Experience of the Independent school environment.
- Experience of working with children of Prep school age.
- Excellent ICT skills.

### SKILLS AND ABILITIES

- Good level of IT competency, including Office 365
- Good level of numeracy skills
- Good written skills and good command of the English language
- Excellent communication and listening skills, and the ability to deal confidentially and professionally with individuals at all levels
- Attention to detail and a meticulous working practice
- Ability to evaluate information and data, and actively question and clarify information



- Well-developed time management, organisational and planning skills
- A flexible approach and the ability to multitask and cope with a changing, varied and at times busy workload