



**(The ability to teach another subject within Key Stage 2 may be an advantage)**  
**Job Description**

**Appointed by:** The Headmaster

**Responsible to:** The Headmaster, the Director of Teaching & Learning & other members of the SLT

**Responsible for:** The Maths Department from Year 1 – Year 8; the Departmental Handbook; Schemes of Work; monitoring/appraising teachers within the Department; book scrutiny; Departmental meetings and minutes; record keeping; relevant Inset etc. with considerable delegation to a Deputy Head of Maths in charge of Reception to Year 4

**Working Hours:** The core working hours for teachers are 8.00am – 5.20pm during term time, plus attendance at all Open Mornings, INSET days and other school events (Parents' Evenings, Carol Service, drama productions, concerts etc.)

**Salary:** Cophorne Prep School has its own salary scale, which is above the state system scale and the final salary will be commensurate with experience.

**General teaching and other responsibilities**

All staff within the school should endeavour to provide the best opportunities possible to inspire the children and to promote the ethos of the school. The ability to work as a supportive member of a team and to be flexible is essential. The responsibilities of a teacher are complex and extensive, catering for a wide range of children's needs and providing provision for, and organisation of, a variety of learning experiences. As Head of Department there is the responsibility for the smooth running and accountability for the Department that will involve considerable leadership and dialogue with all teachers who teach Maths from Reception upwards although the Deputy Head of Maths takes much responsibility for the subject from Reception to Year 4.

**The post holder will**

- Plan and deliver discrete Maths lessons to pupils in Years 5 – 8 to CE/CAS standard and to produce detailed Schemes of Work and any other documentation required by the Head or the Director of Teaching and Learning
- As Head of Department, produce a Departmental Handbook; manage the Maths Budget; create suitable Schemes of Work and monitor their implementation
- Assess, record, report, track and monitor the development, progress and attainment of pupils in Maths and provide this information to the Director of Teaching & Learning/Head on request
- Observe colleagues in the Department and conduct a scrutiny of books and Learning Walks on a regular basis
- Be mindful of opportunities to incorporate the use of ICT into lessons and encourage higher order thinking skills as appropriate
- Teach other lessons as appropriate, predominantly (but not always exclusively) to upper Key Stage 2 (Year 5 & 6) pupils; this may include games

- Promote the highest possible standards of behaviour, commitment and achievement by the children
- Provide an appropriate and stimulating learning area, including effective classroom organisation, which provides for efficient use and storage of necessary resources so they can, as far as possible, be used and maintained by the children
- Ensure that the teaching and curriculum is appropriately differentiated to meet the children's individual physical, intellectual, creative, emotional and social needs, ensuring it closely matches the stages of development and abilities of the children
- Take into account best practice as defined in the National Curriculum and the specific demands of the Common Entrance and ISEB syllabus
- Regularly mark and monitor the children's work so that learning experiences and children's progress can be effectively tracked to ensure progression
- Be responsible for attractive display and presentation of children's work showing the high value placed on all children's genuine efforts, along with the provision of interactive displays
- Provide a lively and challenging environment in which imagination, investigation, questioning and enquiry are apparent so that children can be helped to develop independence of thought
- Be aware of developments in education so as to continually update and grow in professional expertise
- Look for professional development opportunities and attend courses, training sessions etc. as appropriate
- Work in partnership with parents with appropriate and proactive communication
- Carry out break and lunchtime duties as appropriate
- Offer at least two after-school clubs each week
- Understand and accept the value of redefining duties and responsibilities by mutual agreement with the Head, as and when the need arises
- To take on the role of Form Tutor

At Copthorne Preparatory School, we recognise that every individual is responsible for promoting and safeguarding the welfare of children.

### **HEAD OF MATHS** **Person Specification**

The school seeks to appoint someone who holds a recognised teaching qualification and has appropriate experience to take up the appointment in September 2020.

The following lists provide the essential and desirable characteristics, skills, qualities and experience for the post of Head of Maths at Copthorne Prep School.

#### **Essential**

- Qualified Teacher Status with experience of teaching to CE/CAS (GCSE) level
- A child centred approach to teaching and a commitment to safeguarding the physical, emotional and mental well-being of young people
- A love of children and the necessary patience, humour and kindness to work with them and help them achieve their potential
- The subject knowledge and inter-personal skills necessary to lead the running of the Department
- To be able to motivate pupils of varying abilities by creating a warm and positive learning environment
- To have an up-to-date understanding of the National Curriculum and the ISEB syllabus
- To be confident in gathering and manipulating academic data to monitor progress and set targets
- To be flexible, versatile and self-motivated, and to enjoy working as part of a team

- To be able to communicate effectively with other members of the Department and demonstrate appropriate leadership skills with the members of the Maths teaching team
- To enjoy the interaction with independent school parents
- To be able to write accurate, thoughtful reports for parents and to keep records on paper and electronically
- To be highly organised with the ability to work to tight deadlines
- To have good planning skills, taking into account the various needs of the children
- To have a good awareness of Safeguarding and Child Protection procedures
- To embrace the aims and ethos of Copthorne Prep School

### **Desirable**

- Recent training in First Aid and Child Protection training
- Prior experience of teaching Maths to Common Academic Scholarship (or GCSE) level
- The ability and willingness to drive a minibus
- The ability to support the extra-curricular life of the school including sports coaching and/or after-school clubs

Applications forms are available electronically from [mmarsh@copthorneprep.co.uk](mailto:mmarsh@copthorneprep.co.uk). The deadline for all applications is Friday 21st February 2020.

Further details of the school are available on the website [www.copthorneprep.co.uk](http://www.copthorneprep.co.uk) and interested candidates can telephone the Headmaster, Chris Jones on 01342 712311 if they have questions regarding the role.