



S. Anselm's

Stanedge Road, Bakewell, Derbyshire, DE45 1DP

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Job Description - Maths Teacher

1. The Post

S. Anselm's School is seeking to appoint a Teacher of Maths from **September 2020**. The overall purpose of this role is to teach in the Maths Department, ensuring high standards of teaching and learning, promoting a love for the subject, and the assisting the Head of Maths in the effective management and organisation of the department. There are currently 2 full time members of the department and several others who teach Maths across the school. Maths is a thriving subject here. As our year groups are streamed and setted so the Maths lessons are consequently setted too.

2. General Information

S. Anselm's is situated at the edge of the town of Bakewell, surrounded by beautiful rolling countryside (part of the National Peak Park). At present, there are 212 pupils in the school, 37 in the College (aged fourteen to sixteen) 131 pupils in the Prep School (aged seven to thirteen) and 33 pupils in the Pre-Preparatory Department (nursery to aged six). There is normally one class in each of the year groups in the Pre-Preparatory Department, split by age. From Year 3, there are normally two forms in most years, with an average of 11 pupils per form. These forms are streamed from an early stage, and setted in Maths and English.

S. Anselm's is fully co-educational, with a roughly equal split between boys and girls. Most pupils leave the School aged thirteen, and all proceed to their first choice of Senior School. The most popular destinations at present are Oundle, Rugby, Uppingham, Oakham, Repton and Shrewsbury but they also go nationwide to schools like Eton, Winchester and Harrow. We have a strong academic reputation with scholarships being won annually.

Expectations at S. Anselm's are high and we have a happy, supportive and totally committed staff.

Teaching takes place Monday to Friday, and Saturday mornings.

3. Main points of the job description:

Academic

- To promote a love of the subject.
- To assist the Head of Department to ensure that the department is run professionally, and that the schemes of work are up to date and include the syllabus, plans of learning and assessment, textbooks, use of ICT and cross curricular work and presentations.
- To teach KS2, C.E., scholarship and GCSE classes, and maintain the high standards of S. Anselm's
- To assist the Head of Dept. to ensure equipment is ordered and maintain appropriate stock levels of textbooks and stationery.
- Liaise with other members of the department to set and work towards meeting objectives of the departmental development plan, and to attend regular (2-3 a term minimum) department meetings with written minutes.
- To help organise trips and activities that promote Maths.
- To liaise with senior schools and their Maths depts.
- Provide practical help for the non-specialist.
- To demonstrate a willingness to contribute to the development of course materials.
- Plan and prepare lessons in advance and ensure that learning is kept within targets recommended both internally and by external bodies.
- Ensure that assessment procedures and marking policies as outlined by the school are followed.
- Record and report on the development, progress and attainment of pupils including attendance at parents' evenings when required.
- Keep a disciplined class whilst promoting the general well being of the pupils.
- To contribute to the general ethos of the school by providing extra curricular activities commensurate with your abilities and interests.
- Act in a professional manner at all times and maintain confidentiality of information
- Take part in in-service training and review activities as required.
- Attend departmental and school meetings as required.
- Such other duties that the Head may reasonably and from time to time require to ensure flexible and efficient working practice.

Pastoral

S. Anselm's recognises that when children are happy and secure they learn at their best. Therefore the pastoral dimension is equally important. We are also a boarding school where children live with us during term time as a second home. It is the expectation of every teacher in the Prep School and College to contribute the pastoral life of the school. The main roles and duties are:

- To be a form tutor or assistant form tutor
- To contribute to clubs and evening duties (either two clubs per week or one evening boarding duty)
- One Sunday half day duty per term (am or pm)
- Attend extra occasional social events; usually on Saturdays; such as Bonfire Night and Sports Day

4. Conditions of Service

S. Anselm's has its own salary scale, which is broadly based on National Scales. The salary of the person appointed will be dependent on age and experience, but it will reflect the nature and importance of the post. There is a staff discount on fees of 65%.

5. The Appointment

All applicants must complete our standard application form. A statement of the personal qualities and experience that applicants believe is relevant to their suitability for the post and how they meet the person specification is required in Section 7 of the form.

In addition to a candidate's ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children. Candidates for interview will have the opportunity to meet staff and have a tour of the College.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. The School will seek references from short-listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

Where an applicant is currently working with children, the current employer will be asked about disciplinary offences relating to children and whether the applicant has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. Where an applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues. The appointment will be subject to satisfactory outcome of a DBS enhanced disclosure.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, the school will carry out such checks and confirmations as may be required in accordance with statutory guidelines. If relevant, the School will verify the right of foreign nationals to work in the UK.

All candidates invited to interview must also bring with them:

- A current driving license including a photograph or passport or full birth certificate
- A utility bill or statement showing their name and home address
- Where appropriate, any documentation evidencing a change of name

The closing date for the receipt of applications is **Friday, 17th April 2020**

Frank Thompson
March 2020