



## Mathematics Teacher Full-time from September 2021 or January 2022

Leighton Park School is a successful, forward looking independent (HMC) day and boarding school for approximately 500 pupils aged 11-18. Set in more than 60 acres of magnificent parkland, the school has a Quaker heritage, balancing commitment to academic excellence with that of developing every individual.

### The Curriculum

#### **Fryer (Years 7 and 8)**

In the first two years, *MyMaths* textbooks are used as the main resource (top level 1C in Year 7 and 2C in Year 8 with the corresponding Homework books) but are supplemented with other resources including the *Myimaths* online programme, *Boardworks*, *Key Maths* books, *10 Ticks* and *Zig-zag* worksheets. Classes are taught by ability in two sets from Year 7.

#### **Senior School (Years 9 to 11)**

In Year 9, pupils are placed in four sets, and use the *MyMaths* textbooks (continued from the two previous years) as the main resource, but in the summer term they start the IGCSE course, with their final examination at the end of year 11.

In Years 10 and 11 pupils continue to work in sets according to ability. We review our setting regularly in order to make sure that each pupil is in the set which enables them to make the most effective progress. Pupils work from the *IGCSE Mathematics for Edexcel (Specification A)* textbooks (Hodder Education). These are complemented by *Boardworks*, *10 Ticks* and *Zig-Zag* worksheets as well as the *Myimaths* online programme.

Pupils take the Higher Tier International GCSE (Edexcel Specification A) examination. They are tested on topics on a half-termly basis. In addition, Year 10 pupils have a formal test-week in November (tests take place in lesson time). Year 11 have their trial examination in January, after which a very small number of pupils of lower ability might be considered to be entered for the Foundation Tier.

The higher ability pupils in Years 10 and 11 are encouraged to study Additional Mathematics for OCR.

#### **Sixth Form**

Mathematics has a very high uptake in the Sixth Form: around 60% of sixth-form pupils take the subject. The department currently teaches the AQA course for A-level. There are currently three sets each in the Lower and Upper Sixth studying Mathematics A-level and one set each year studying Further Mathematics. With the introduction of the International Baccalaureate in 2009, we currently have students studying Mathematics at Higher Level, Standard Level or Mathematical Studies at Standard Level.

All students use the *Myimaths* and Integral Maths online programmes, *Autograph*, *Geogebra*, *Geometers Sketchpad* programmes as appropriate to their syllabi. They also use Graphical Display Calculators to enhance their learning.

### The Department

Teachers in the department meet weekly for scheduled department meetings. There are occasional brief meetings for specific year teams. Members of the department take on individual responsibilities according to experience or expertise. The department is based in dedicated accommodation – the purpose-built John Ounsted Building, consisting of a suite of six classrooms, all with Clever Touch screens whiteboards. There is a common work area with two computer terminals, and a store-room. With eight members of the department (six full-time and two part-time), every attempt is made to locate a high proportion of each teacher's timetabled teaching in one room, so that this can be regarded as a base.

### **The Post**

The School is seeking a full time Maths teacher who is looking to take the next step into a management role from September 2021 or January 2021. The successful candidate will be someone with a passion for their subject who will inspire and engage our students, and who will actively assist in the further development of Mathematics within the School. The ability to teach across the range of Key Stages, including 6th form and IBDP is desirable.

## JOB DESCRIPTION – 2021

**Job Title:** Second in Charge of Maths

**Reports to:** Head of Department

**Department:** Maths

### KEY WORKING RELATIONSHIPS

Head of Department  
Maths Department  
Students and parents

### PURPOSE OF THE JOB

The post holder will be responsible for deputising for the Head of Department in the day to day running of the Maths Department as well as delivering a full teaching timetable, which includes a time allowance for the Second in Charge of Department responsibility. A willingness to participate in co-curricular activities will also be expected.

### DUTIES AND RESPONSIBILITIES

In addition to general teaching duties which include teaching, planning, monitoring, assessment, reporting, recording, accountability, in-depth subject knowledge and understanding and professional standards and development, the Second in Charge of Department must also be able to provide effective leadership and thereby assisting with building and maintaining an effective teaching team which continually enhances the quality of learning and achievement. These responsibilities include:

#### Management and Leadership:

- To inspire department members by personal example, leading through high expectations and hard work.
- To support the team leader, creating a vision, sense of purpose and pride in the Department.
- To help co-ordinate the production and maintenance of the Department handbook, including schemes of work and to monitor and evaluate policies in line with the school handbook.
- To be responsible for continuously improving the quality of teaching and learning in the Department.
- To be responsible for maintaining discipline in the Department including supporting staff during lessons when appropriate.
- To support the Head of Department in their major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.
- To develop and maintain effective methods of communication with the Leadership Group through the line manager (Head of Department), other staff, students, parents and governors.
- To create an effective team by promoting collective approaches to problem-solving and curricular/departmental and cross-curricular developments through development planning and resources.

- To chair and produce agendas and minutes for effective department meetings when deputising for the Head of Department, informing relevant members of staff and Leadership about discussions and decisions.
- To maintain school assessment and target setting policies regarding CEM tracking data and monitor and evaluate achievement and attainment of individual students and students in Maths.
- To adhere to the Health and Safety policy and to ensure the safety of all staff and students within the department and report to the Health and Safety Adviser or Grounds and Facilities Manager any areas of concern in the absence of the Head of Department.

#### **Curriculum and Departmental Development:**

- To contribute towards continuity and progression within the whole school curriculum.
- To contribute to the creation of the Department development plan, and the part it plays in the whole school development plan.
- To develop comprehensive schemes of work which include a range of teaching and learning styles which provide a rich experience for students and incorporate a variety of assessment methods to ensure accurate judgments on pupil progress.
- To develop departmental strategies for the students spiritual, moral, social and cultural development in line with the School's curriculum model.
- To monitor and evaluate the teaching in the Department and identify strategies to enable and support consistency of practice amongst the teachers, supporting and following the 'Teacher Review' process for staff.
- To develop departmental strategies for teaching and learning for students with special educational needs and those where English is their second language.
- To assist in the co-ordination of Departmental administration - timetables, examinations and the annual results analysis and Departmental audit.
- To help organise and attend residential and non-residential Maths field trips.
- To help organise and attend annual open mornings, 6th form open evenings and academic induction days.
- To co-ordinate the administration of the department's stationery and book ordering.
- To be responsible for KS4 including administration, training colleagues, organisation of exams (in conjunction with the Exams Officer), lesson observations, sets (if applicable) and promotion of Maths in KS4 for progression into KS5.

#### **Liaison and Communication:**

- To meet regularly with the line manager (Head of Department) for professional support and to develop effective departmental management strategies.
- To help oversee and monitor examination entries and to work effectively with the Head of Department and examinations officer.

- To liaise with other departments to ensure schemes of work are integrated and developed effectively.
- To work with the non-teaching staff on matters relating to Health and Safety, maintenance and cleaning.
- To provide helpful, prompt and accurate responses to parental enquires and correspondence.
- To liaise with Marketing and Admissions over Maths news, stories, developments and correspondence.

#### **Professional Development:**

- To support the Head of Department with day-to-day responsibility for monitoring and supporting new teachers, including newly qualified teachers within the department.
- To identify and support development opportunities for staff within the Department.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm for staff within the department.
- To assist in enhancing the professional development aspirations of colleagues.
- To keep up to date with developments and new ideas related to the subject.

To assist and carry out any reasonable requests discussed with your line manager – Head of Maths Department.

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

#### **Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

#### **Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.



## JOB DESCRIPTION – 2021

**Job Title:** Mathematics Teacher

**Reports to:** Head of Mathematics

**Department:** Mathematics

**Hours per week:** Full time

### **Key working relationships**

Deputy Head, Academic Studies

Head of Department

Department

Students

Parents

### **Job Summary**

The Teacher shall carry out the professional duties of a schoolteacher as circumstances may require, under the reasonable direction of the Head, or his/her delegate. The Teacher shall perform, in accordance with any directions that may reasonably be given to him by the Head, or his/her delegate, such particular duties as may reasonably be assigned to him/her.

### **Duties and responsibilities**

Professional duties shall be deemed to include, but not be limited to, the following:

#### **Teaching**

- (a) Planning and preparing courses and lessons;
- (b) Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- (c) Assessing, recording and reporting on the development, progress and attainment of students; in each case having regard to the curriculum for the school.

#### **Other Activities**

- (a) Promoting the general progress and well-being of individual students and of any class or group of students assigned-to him / her;
- (b) Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) Making records of and reports on the personal and social needs of students;

- (d) Communicating and consulting with the parents of students;
- (e) Communicating and co-operating with relevant persons or bodies outside the school;
- (f) Participating in meetings arranged for any of the purposes described above.

#### **Assessments and Reports**

- (a) Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

#### **Appraisal**

- (a) Participating in any arrangements made by the school for the appraisal of the Teacher's performance and that of other teachers.

#### **Review - Further Training and Development**

- (a) Reviewing from time to time his/her methods of teaching and programmes of work;
- (b) Participating in arrangements for his/her further training and professional developments as a teacher.

#### **Educational Methods**

- (a) Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

#### **Discipline, Health and Safety**

- (a) Maintaining good order and discipline among the students and safeguarding their health and safety both on School premises and when they are engaged in authorised school activities elsewhere.

#### **Staff Meetings**

- (a) Participating in meetings at the School that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

#### **Cover**

- (a) Supervising and so far as practicable teaching any students whose teacher is not available to teach them as reasonably required by the Head.

#### **Extra-Curricular**



- (a) To participate in the school's evening and weekend activities programme for at least one activity per week and up to eight Saturdays per academic year.

### **Public Examinations**

- (a) Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students presentation for and supervision during such examinations.

### **Management** (Where appropriate and/or required)

- (a) Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers;
- (b) Co-ordinating or managing the work of other teachers;
- (c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

### **Administration**

- (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
- (b) Attending assemblies e.g. collects, meetings for worship, etc., registering the attendance of students and supervising students, whether these duties are to be performed before, during or after School sessions.
- (c) Undertaking such duties and responsibilities as the Head may from time to time direct.

### **General**

The Teacher is expected to have regard to the Staff Handbook which will be issued to the Teacher as a reference guide to enable a common approach to School procedures to be adopted. The Teacher is expected to and will comply with the provisions of the Staff Handbook. Procedures may be changed or updated from time to time as the needs of the School change. Updates will be issued to the Teacher whenever a revision is made.

*All teaching staff are expected to make a full contribution to the wider life of the School including extra-curricular activities and involvement in evening and weekend activities, hobbies and sport.*

#### **Other**

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## Mathematics Teacher

Education and Qualifications	Essential	Desirable	Assessment
Qualified teacher status	✓		A
Good honours graduate	✓		A
Commitment to personal/professional development	✓		A

Experience	Essential	Desirable	Assessment
Experience of teaching KS3 Maths	✓		A/I
Experience of teaching KS4 Maths	✓		A/I
Experience of teaching A Level Maths	✓		A/I
Experience of the International Baccalaureate		✓	A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Secure knowledge and understanding of the concepts and skills in specialist subject	✓		A/I
Clear understanding of the secondary curriculum and its assessment	✓		A/I
Ability to employ a range of effective teaching, learning styles and assessment methods	✓		A/I
Ability to use assessment data to inform planning and set targets	✓		A/I
Ability to access and use classroom relevant research and inspection evidence to improve teaching and learning in subject		✓	A/I

Teaching and Learning	Essential	Desirable	Assessment
Ability to raise achievement for all	✓		A/I
Committed to ensuring excellent standards of behaviour at all times	✓		A/I
Excellent communication skills	✓		A/I
Committed to role of tutor for a group of students and the benefits of pastoral care	✓		A/I
Experience of teaching a range of courses including KS3, GCSE, A2 and IBDP		✓	A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Good communication skills	✓		A/I
Excellent role model for staff and students	✓		A/I
Innovatory approaches to curriculum delivery	✓		A/I
Ability to generate ideas and drive initiatives	✓		A/I
Willingness to contribute to extra-curricular activities	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues	✓		A/I
Highly motivated and able to motivate and inspire students	✓		A/I
Enthusiastic and committed	✓		A/I
A passion for teaching	✓		A/I
Open-mindedness	✓		A/I
A forward-thinking approach	✓		A/I
Excellent interpersonal skills	✓		A/I
Ability to be reflective and self-critical	✓		A/I
Display calmness under pressure	✓		A/I
Potential for further promotion		✓	A/I
Have an understanding and interest in boarding duties		✓	A/I
A commitment to the whole life of a busy boarding community		✓	A/I
Charismatic - having 'a presence'		✓	A/I
Willingness to take on other roles and responsibilities within the department	✓		A/I

### Assessment Key

A Application Form

I Interview