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**Shrewsbury High School, GDST**

**JOB DESCRIPTION:**

**TEACHER OF MATHEMATICS**

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**Job Purpose:**

A full-time teacher of Mathematics to join our highly regarded Mathematics Department in January 2020. Applicants should have the ability to teach girls from KS3 though to Higher GCSE. A level Mathematics and Further Mathematics teaching would be available for suitable candidates.

**Accountable to:** The Head of Mathematics

The following items are included in the professional duties which a teacher may be required to perform under the reasonable direction of the Head of Department and Headteacher.

**Teaching**

Having regard to the curriculum for the school:

* Planning and preparing stimulating and interesting courses and lessons for pupils across KS3, 4 and 5;
* Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
* Assessing, recording and reporting on the development, progress and attainment of pupils;
* Organising and participating in extra-curricular activities
* A keenness to share in the department’s ethos which aims to support each student as they seek to fulfil their potential;

**Other activities**

* Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
* Providing guidance and advice to pupils 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;
* Making records of and reports on the personal and social needs of pupils;
* Communicating and consulting with parents
* Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions. Full-time teachers are expected to adopt a form teacher role with part-time staff being allocated a similar role in proportion to their hours.
* Communicating and co-operating with persons or bodies outside the school as required;
* Participating in meetings arranged for any of the purposes described above;
* Contributing, wherever appropriate, to the wider life of the school in areas such as the administration and preparation of entrance assessments and outreach to other schools.
* Attend and contribute to Open Day activities whether these be at a whole school or Sixth Form level
* Contributing to the extracurricular environment in school through clubs and activities.
* The Mathematics Department operates a healthy range of educational visits to complement its curriculum and a keenness to contribute to these areas is expected.

**Appraisal, Further training and development**

* Participating in arrangements made by the GDST for the appraisal of her/his performance and that of other teachers.
* Reviewing from time to time her/his methods of teaching and programmes of work;
* Participating in arrangements for her/his further training and professional development as a teacher. GDST and Shrewsbury High are highly committed to promoting professional development.

**Assessment & Reporting**

* Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
* Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.
* Implementing, as advised by the Head of Department, course delivery and working with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**General Responsibilities**

* Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
* Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
* Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.
* 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.
* Adhering to the policies of the school and the GDST, as published in the Staff handbook and The Hub as amended from time to time, in particular, policies relating to the safeguarding of children

**Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Head may ask you to undertake any additional responsibilities that may be deemed reasonable.

**Salary:** GDST Salary Scale (dependent on experience and will be discussed at interview).

 **Person Specification: Classroom Teacher**

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**Skills required**

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| Ability to teach Mathematics up to GCSE (A Level available for the right candidate) | Essential |
| Ability to use a range of teaching strategies in order to meet the needs of all students | Essential |
| Sound behaviour management skills and discipline, both inside and outside the classroom | Essential |
| Dedication to promoting subject or key stage within the school and marketing within and outside school | Essential |
| Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, GDST and external bodies | Essential |
| Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents) | Essential |
| Excellent organisational and time management skills with the ability to prioritise and work to deadlines | Essential |
| Ability to work on own initiative and react to competing demands | Essential |
| Ability to maintain confidentiality | Essential |
| Confident user of ICT to aid administration and learning  | Desirable |

**Knowledge Base**

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| --- | --- |
| Experience of working in a successful department at KS3 to 5 | Desirable |
| Knowledge of latest developments within teaching  | Desirable |

**Qualifications/Attainment**

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| --- | --- |
| Qualified teacher status  | Essential |
| Proven track record of academic success within the subject area or phase or NQT equivalent  | Essential |

**Experience**

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| --- | --- |
| Successful teaching experience in a Senior School setting with a track record of consistently enabling pupils to achieve very high standards | Essential |
| Proven experience of successfully contributing to or running extra-curricular clubs and activities  | Desirable |

**Personal attributes**

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| Enthusiastic, positive and hard working with a passion for education | Essential |
| Commitment to the safeguarding of children and young people | Essential |
| Ability to inspire, motivate and support pupils | Essential |
| Flexible and approachable attitude | Essential |
| Ability to solve problems, make sound judgements and take decisions | Essential |
| Ability to work under pressure, on own initiative, accurately and with attention to detail & commitment to CPD | Essential |
| The drive and stamina to provide excellent opportunities for all girls in the school | Essential |
| Commitment to maintaining the caring and supportive ethos of the school | Essential |