

## JOB DESCRIPTION

Teacher – Maths Second in Department

**NAME: XXXXXX**

**POST: Teacher – Maths Second in Department**

### **RELATIONSHIPS:**

The post holder is accountable to the Head of Mathematics in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

### **MAIN DUTIES & RESPONSIBILITIES:**

#### **1 Professional Duties**

The following duties shall be deemed to be included in the professional duties that you may be required to perform:

##### **1.1 Teaching**

- 1.1.1** planning and preparing courses and lessons;
- 1.1.2** teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils;
- 1.1.3** assessing, recording and reporting on the development, progress and attainment of pupils;

##### **1.2 Other Activities**

- 1.2.1** promoting the general progress and well-being of pupils and any class or group of pupils assigned to you;
- 1.2.2** providing guidance and advice to pupils on educational and social matters;
- 1.2.3** making relevant records and reports;
- 1.2.4** making records of and reports on the personal and social needs of pupils;
- 1.2.5** communicating and consulting with the parents of pupils;
- 1.2.6** communicating and co-operating with persons or bodies outside the School as appropriate;



**1.2.7** participating in meetings arranged for any of the purposes described above;

**1.2.8** participating in the running of after school clubs, organising and/or attending school trips, assisting with and/or attending tournaments, competitions and matches, participating in such other school events as the Head may require both inside and outside of the United Kingdom;

**1.3 Assessments and Reports**

providing or contributing to written assessments, reports and references relating to individual pupils and groups of pupils;

**1.4 Appraisal**

participating in any arrangements for the appraisal of your performance and that of other teachers;

**1.5 Review: Further Training and Development**

**1.5.1** reviewing from time to time your methods of teaching and programmes of work;

**1.5.2** participating in arrangements for your further training and professional development as a teacher;

**1.6 Educational Methods**

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;

**1.7 Discipline, Health and Safety**

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;

**1.8 Staff Meetings**

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;

**1.9 Cover**

supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;

### **1.10 Public Examinations**

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;

### **1.11 Administration**

**1.11.1** 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 material;

**1.11.2** attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

### **ADDITIONAL DUTIES SPECIFIC TO POST:**

- To offer some Department based contribution to the extra-curricular life of the school.
- To take on the role of a tutor with pastoral responsibility, attached to one of the three competitive houses, and to fulfil other requirements such as prep duty on a rota basis.
- To organise and lead various extra-curricular activities to maintain the Maths Department's involvement in initiatives such as the Scholars' and Alpinists' programmes, and the Elizabeth Godolphin Award.
- In collaboration with other teachers, lead the development of schemes of work and curriculum development in Key Stage 3.
- In consultation with the Head of Department, devise, monitor and develop the teaching of lessons within Key Stage 3 approved schemes of work.
- Ensure that the appropriate differentiation is incorporated into KS3 planning enabling all students to progress.
- Deputise for the HoD at Department meetings, LAC meetings and other meetings as required from time to time.
- Keep up to date with national developments, emerging technology and teaching research, using this information to inform planning, develop teaching practice in the department and ensure lively engaging Maths provision for students.

### **GENERAL:**

- To promote and support Godolphin's culture of 'Friendship, Encouragement, Support and Mutual Respect' and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.

- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Senior Deputy Head at the earliest opportunity.
- To be responsible for complying with health and safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

**ADDITIONAL INFORMATION:**

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the School. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

NB Every subject teacher is normally expected to undertake tutorial responsibilities.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

**Signed:** ..... **Date:** .....

**Post Holder**

**Signed:** ..... **Date:** .....

**Head**

One copy to be retained by member of staff and one kept on the employee's file.

**Godolphin School Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Students Following the latest Safeguarding Children Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974.**

### DEPARTMENT OVERVIEW

The Mathematics Department currently consists of six full time members of staff. The Department have five dedicated teaching rooms in the main school building, and the Mathematics Office for administration and planning.

First Year students (Year 7) are taught in mixed ability groups until the Autumn half term when they are allocated to sets (or 'Divs' in Godolphin terminology) based on their performance in class and a common test. These Divs are continually reviewed following regular assessment throughout Key Stages 3 and 4. There are usually three Divs in the First and Second Years, rising to five Divs in the Third, Fourth and Fifth Years. First through to Fifth Year classes have five, six or seven 65 minute lessons per two-week cycle.

The Department currently follows the Pearson Edexcel International GCSE specification for Mathematics. Pearson Edexcel GCSE Statistics is also taught as an options choice for Fourth and Fifth Years. Div 1 students are also entered for AQA Level 2 Certificate in Further Mathematics.

In the Sixth Form we offer Pearson Edexcel A Level Mathematics and Further Mathematics. Each A Level has ten periods per two-week cycle, with the teaching shared between two members of staff. For the final two optional Further Mathematics modules we offer a combination of units to suit the strengths and interests of the students. Where appropriate students are prepared for University Entrance Exams (STEP, MAT and TMUA).

Students participate in the UKMT Junior, Intermediate and Senior Mathematical Challenges and team competitions, with high performers going on to the Kangaroos. Other enrichment activities offered include annual FMSP problem solving days.

### PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>	1. Education Degree	2. Qualified Teacher Status	Application Form  Original Certificates
<b>Work Experience</b>	3. Previous exp teaching in a Secondary setting 4. Ability to teach to A-Level Maths	5. Ability to teach A-Level Further Maths 6. An interest in teaching a small amount of Business or Economics at A-Level	Application Form  References
<b>Communication Skills</b>	7. Excellent communication skills, spoken and written 8. Accuracy and attention to detail	9. Liaising with parents and professional agencies	Application Form  Person Specification Statement  Lesson observation

<b>IT Skills</b>	10. Excellent all round IT skills 11. Ability to work with all MS Office applications	12. Use of School Base or other MIS 13. MS Teams and OneNote experience	Application Form
<b>Personal Qualities or Skills</b>	14. Good organisational skills, able to manage a range of competing demands 15. Proactive, able to think laterally when required 16. Adaptable and flexible 17. Positive team player	18. Good sense of humour	Application Form