



CRANLEIGH

SCHOOL

EX CULTU ROBUR

Maths Teacher - Job Description

Department:	Mathematics
Reporting to:	Academic Deputy Head
Hours:	Part time (0.5 FTE)
Location:	Cranleigh Prep
Salary & Benefits	Competitive salary Meals provided during term time Fee concessions (subject to availability) Pension Use of exceptional sports and fitness facilities

Job Summary

We are seeking to appoint an experienced, dedicated and inspirational part time Maths Teacher to join our team from September 2026. The vacancy arises after the successful promotion of the Head of Department to Deputy Headship and, for the right candidate, could involve additional responsibility for the co-ordination of KS1 and KS2 maths, with an associated allowance.

Key Responsibilities

- To contribute in general to the high academic standards and disciplinary ethos of the School.
- To contribute specifically to the teaching of maths across KS2 and KS3.
- To keep up to date with current developments in maths teaching through INSET and other means.
- To follow all procedures relating to the testing and assessment of pupils in accordance with School Policy.
- To teach according to the guidelines laid down by the Maths Department and the requirements of the relevant syllabuses.
- To ensure that lessons are well prepared, efficiently resourced and appropriate to the ability level of the pupils in question.
- To teach pupils of all abilities with commitment, enthusiasm and to a high standard.
- To maintain good classroom discipline.
- To be punctual in taking classes and to dismiss them promptly at the end of each lesson.
- To take steps to ensure that pupils arrive punctually and properly equipped for the lesson.
- To set regular prep in accordance with Maths Department Policy.
- To mark pupils work in accordance with School Policy and to keep an appropriate record of marks awarded.
- To keep a full and appropriate written record of work covered.
- To set and mark tests, assessments and examinations and actively to invigilate and supervise as required.
- To complete all relevant pupil profiles and reports as required.



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- To liaise with colleagues on all matters of common concern regarding pupils and the curriculum.
- To liaise with parents keeping tutors informed of all parental contact, where appropriate.
- To ensure that the classroom is an attractive, organised and stimulating working environment with relevant and regularly changed displays.
- To help with lesson cover as required.
- To contribute to boarding through evening duties as coordinated by the Head of Boarding and prorated according to FTE.
- To order appropriate exercise books, text books and general stationery as appropriate, in consultation with the Head of Maths.

Additional Responsibilities (dependent on experience)

- Resource maths equipment for KS1 and KS2 classes.
- Support KS1 & KS2 maths teachers with pedagogy, teaching approaches.
- Support Head of Department with book scrutiny and learning walks.
- Analyse data for classes in KS1 and KS2 from unit tests and standardised testing.
- Work alongside SEND department to identify pupils in need of support.
- Work with Head of Department to create Maths Department development plan and budgets.
- Produce end-of-year assessments for KS1 and KS2 classes.
- Work with the admissions department in the administration and marking and feedback of any maths-related assessments linked to pupil admissions.
- Organise pupil entries into national maths competitions for pupils in KS2.

Other responsibilities:

Undertake any professional duties as are reasonably delegated by the Headmaster.

All staff are expected to:

- Work towards and support the School's vision and the current objectives.
- Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- Value, promote and advance equality, diversity, and inclusion.
- Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities are maintained in order to protect the integrity of the organisation and its people.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties commensurate within the grade as required from time to time.



Person Specification	
Essential Criteria	<p>Attributes</p> <ul style="list-style-type: none"> ● Shares the School's commitment to excellence, high standards and expectations. ● Contributes to the School's positive, purposeful, and professional culture. ● Demonstrates imagination and an innate sense of fun, energy, and enthusiasm for learning, with an ability to excite and inspire pupils. ● Demonstrates drive, energy, and enthusiasm, with an eagerness to participate fully in the life of the School. ● Demonstrates flexibility, adaptability, innovation, and creativity. ● Commands a strong presence and with a positive, happy personality and a good sense of humour. ● Strong commitment to continuing professional development. <p>Qualifications</p> <ul style="list-style-type: none"> ● Good honours degree ● Hold QTS <p>Skills</p> <ul style="list-style-type: none"> ● Excellent interpersonal skills across all stakeholders ● High standards and outstanding levels of personal integrity ● Inspiring communicator ● A strong command of spoken and written English ● A high level of computer literacy ● Well-organised and efficient ● Able to prioritise and manage workloads to secure successful outcomes ● Collaborative and a constructive team player ● Positive attitude ● Strong interpersonal skills with children and adults alike ● Able to reflect constructively on practice <p>Experience</p> <ul style="list-style-type: none"> ● Recent experience of teaching KS2 and KS3 children, including during teacher training. Outstanding ECTs will be considered. ● A sound understanding of child development ● An understanding of observation and assessment to track progress and inform next steps in learning ● Evidence of working as an effective and successful teacher with a commitment to the highest professional standards in teaching and learning
Desirable Criteria	<p>Qualifications</p> <ul style="list-style-type: none"> ● Evidence of further professional development in teaching mathematics. ● Full First Aid certificate. ● Willingness to drive category of minibus as permitted by licence. <p>Experience</p> <ul style="list-style-type: none"> ● Experience of working in boarding school. ● Experience of teaching in a co-educational environment.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.