



WELLINGTON  
COLLEGE  
PREP

## Job Description

<b>Job Title:</b>	Maths Teacher
<b>Date:</b>	October 2024
<b>Department:</b>	Maths
<b>Reports To:</b>	Head of Department

### Purpose of the Position:

To teach maths to pupils, mainly across years 5-8, whilst contributing fully to life at Wellington College Prep.

### About the School:

Wellington College Prep is Wellington College's prep school, located on the South-Eastern corner of the Wellington estate, and is predominantly a day school with around 70 boarding beds for flexi, weekly and bi-weekly boarders. The school aims to offer the best preparation for Wellington (with a similarly broad co-curricular experience) but every year children leave Wellington College Prep to go to at least 20 different schools and all will be the best pupils at those schools.

Nestled in 32 acres of Berkshire countryside, Wellington College Prep provides the ideal environment in which to grow up, foster a love of learning and create lifelong childhood memories. Our fundamental belief is that every child is unique and that they all have their own special talents which they enjoy and excel at, and the school's outstanding facilities and teaching provision help immerse pupils in limitless opportunities. Inspiring a lifelong love of learning is key to our teaching.

Our vision is 'to prepare every child to flourish and succeed throughout their lives'.

### Main Tasks and Responsibilities:

In addition to the general duties of a teacher at Wellington College Prep (see Purpose of the Position), the post holder is expected to:

- teach a standard timetable allocation
- play a role in the extra-curricular life of the Department, including contributing to: off-timetable workshops, extension programmes, clubs, competitions, etc.
- make a positive contribution to the efficient running of the Department, including setting and marking examinations, attending departmental meetings, undertaking administrative and other tasks as delegated by the Head of Department
- enhance the quality of teaching and learning in the Department and wider school through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
- act as a form tutor as required

- complete supervisory duties during school day
- contribute to boarding life at Wellington College Prep
- actively safeguard and promote the welfare of children
- support the College's aims and objectives for teaching and learning
- adhere to and promote all school policies and procedures

### Person Specification

#### Education Attainment

- 3 A Levels, IB or equivalent
- 8+ GCSE A\*- C, 4-9 or equivalent (English and Maths essential)

### Knowledge and Experience

#### Essential

- Recognised teaching qualification, such as a PGCE

#### Desirable

- Awareness of Safeguarding requirements and good practice within an educational setting
- Ability to teach other subjects
- Experience managing and leading groups of students/young people.
- Experience producing teaching materials.

### Skills and Personal Qualities

- be capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the school.
- be adept at producing and sharing teaching resources.
- be an innovative classroom teacher capable of helping to develop a syllabus that brings maths to life for our students.
- be able to demonstrate a positive rapport with pupils
- excellent and effective classroom management skills
- have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- be organised and self-motivated, with a proven record for meeting targets and deadlines
- have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
- able to perform well and remain professional whilst under pressure
- be a dedicated team-player, who strives for excellence and leads by example
- be committed to boarding school life and willing to engage in a range of extra-curricular activities
- be tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- demonstrate a strong commitment to personal continuous professional development
- display a smart and professional appearance, representing the school in a positive manner

### Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the core values of the school:

- Kindness
- Respect
- Courage

In addition, all staff are expected to show ambition and display curiosity both personally and professionally.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.