



# Belmont

## TEACHER OF MATHEMATICS Job Application Pack

Including Job Description and Application Form

Copies of all our Policies relating to recruitment and referred to in this Pack can be found on our website <https://www.belmont-school.org/our-school/school-policies>

Staff Behaviour, Code of Conduct & Whistleblowing Policy is attached to this Pack.



Belmont School  
Feldemore,  
Holmbury St. Mary,  
Dorking,  
Surrey  
RH5 6LQ  
[www.belmont-school.org](http://www.belmont-school.org)

**POSITION:** TEACHER OF MATHEMATICS  
**START DATE:** SEPTEMBER 2021  
**RESPONSIBLE TO:** HEAD OF MATHEMATICS AND DEPUTY HEAD (ACADEMIC)

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Belmont School is committed to safeguarding and promoting the welfare of children. The successful applicant is expected to be committed to his or her responsibilities for safeguarding children. Rigorous pre-appointment checks will be undertaken including telephone conversations with referees.

Belmont School is an independent day, flexi and weekly boarding school for boys and girls aged 3 to 16. Situated close to the town of Dorking in the Surrey Hills, Belmont enjoys a 65-acre rural site enabling pupils to enjoy a vibrant, creative and wholesome school environment.

The School comprises the Early Years (Pre-Reception and Reception), Prep School (Years 1 to 6) and Senior School (Year 7 upwards). Classes rarely exceed 16 pupils in the Prep School and 20 in the Senior School.

The school day runs from 8.00am to 4.30pm, Monday to Friday with weekly or flexible boarding available from Sunday evening to Friday evening. All staff are required to undertake supervisory duties and to run one extra-curricular activity after school every week.

Candidates should visit the school's website [www.belmont-school.org](http://www.belmont-school.org)

## **THE MATHEMATICS DEPARTMENT**

Mathematics takes a central place in the core curriculum. The study of Mathematics is important as part of a broad general education and as a foundation for further study. It is also relevant to and useful in the world around us and the present and future lives of our pupils.

At Belmont, we develop a positive and confident attitude towards Mathematics and an appreciation of this fascinating, practical and intellectual subject. Teaching is planned to provide a secure foundation of skills, concepts and essential knowledge. Lesson activities engender an atmosphere of inquiry and encourage independence of thought and flexibility of mind.

Pupils develop a wide range of skills such as computational skills, mental calculations, the ability to use a scientific calculator and to manipulate algebraic expressions. Pupils make appropriate use of technology within the Mathematics curriculum.

The Mathematics department uses a range of resources and media to deliver the curriculum across the school. In the senior school, students follow the Pearson Edexcel curriculum for GCSE over a 3 year course with most following the Higher programme pathway. This includes e texts books with embedded resources, generic and bespoke unit and termly assessments, and many other student and teacher aids. In addition, Belmont subscribes to the Hegarty Maths online learning platform which also provides detailed data to assist with assessment for and of learning. This is an invaluable lesson and homework resource which helps us to identify areas of strength and weakness and to target effectively the support required for each individual student whilst enabling them to become independent learners.

## **TEACHING RESPONSIBILITIES**

The successful candidate will be required to teach across Key Stages 3 and 4 with the possibility of some Year 6 teaching too. There are two sets in each year group. The post would suit a fully qualified teacher of

Mathematics with experience of teaching to GCSE level, and evidence of sound results in a mixed ability environment.

**The ability to teach a second subject will be a distinct advantage.**

Teachers are responsible for ensuring high standards of learning and achievement for all pupils they teach and are expected to play a full part in the life of the school. They share collective responsibility for the daily running of the school, including the work of a form teacher (if required), and other supervisory duties.

## **JOB SPECIFICATION**

Teaching preparation, assessment, record-keeping, writing reports, pastoral care and liaison with parents are integral to every teacher's commitment. Attendance is required on one or two days before term begins for preparation and training: attendance is also required at parents' meetings, staff meetings, departmental meetings, school assemblies and major functions. Staff should also be prepared to cover for absent colleagues within reason and, when absent themselves, to set work if at all possible.

**Subject teachers are expected to:**

**have knowledge and understanding of:**

- the relevant aspects of the school's subject curriculum and GCSE specifications.
- progression in their specialist subject (s) and age range.
- subject-related questions which pupils raise, and pupils' common misconceptions and mistakes.

**plan and set expectations by:**

- identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- having appropriate and demanding expectations for pupils' learning and motivation and setting clear targets for pupils; learning, building on prior attainment.
- identifying pupils who have special education needs and know where to get help in order to give positive and targeted support.
- being familiar with the contents of the Staff Handbook and the School Policies, especially Child Protection, Anti-Bullying, Behaviour and Discipline, and the Staff Code of Conduct and Behaviour policies.

**teach and manage pupils' learning by:**

- delivering effective teaching to whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- use a range of teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and production relationships.

**assess and evaluate progress by:**

- assessing how well learning objectives have been achieved, using this assessment for future teaching.
- marking and monitoring pupils' class and homework in accordance with the School's agreed policies and providing constructive oral and written feedback.
- setting targets for pupils' progress.

- when applicable, understanding the standards expected of pupils in relation to the School's prep and senior curriculum and GCSE courses.

**establish good relationships with parents and the wider community by:**

- knowing how to prepare and present informative reports to parents and how to conduct a meeting during the designated Parents' Meetings.
- recognising that learning takes place outside the school context, providing opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- understanding the need to liaise with those responsible for pupils' welfare within the school (Form and Boarding staff, Matron, Heads of House, Deputy Heads and Headmistress).

**manage their own performance and development by:**

- understanding the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- understanding their professional responsibilities in relation to school policies and practices.
- setting a good example to all pupils and colleagues in their professionalism and their personal conduct.
- evaluating their own teaching critically and using this evaluation to improve their effectiveness.

**manage resources by:**

- working with their colleagues and the Head of Department to select and make good use of ICT and learning resources in order to meet whole school, departmental and individual teaching objectives.

**PERSON SPECIFICATION**

In making an appointment we look for a person who, at interview and by virtue of their qualifications, skills and experience, best demonstrates that he/she:

- is well qualified and knowledgeable within their subject area.
- has a relevant teaching qualification.
- has good communication skills.
- is enthusiastic, self-motivated and committed to helping all for whom they have responsibility to achieve the best possible standards.
- has the skills and ability to inspire and promote confidence and foster an enjoyment of their subject.
- is able to form and maintain good professional relationships.
- takes an active interest in current developments not only within their subject area but also across wider educational issues.
- has a willingness to participate in new initiatives where appropriate.
- has a commitment to their own continuing professional development.

**All teachers are involved in specific activities, under the direction of their line managers, both at whole school and departmental level including:**

1. contributing to teaching and curriculum planning under the direction of the Head of Department;
2. undertaking regular marking and assessment, recording and reporting of pupil progress;
3. contributing to the preparation and marking of exams, preparation of new courses, setting, marking and moderation of coursework and the maintenance of cross-curricular links;
4. participating in the professional review and appraisal process;
5. attending Departmental, Staff and Parents' meetings;

6. keeping up to date with educational developments;
7. peer observation and tracking pupil progress;
8. setting and/or teaching work for an absent colleague in an emergency;
9. undertaking the role of Form Tutor;
10. sharing responsibility for the implementation of all the school's policies and procedures, particularly in respect of:
  - i) the behaviour and discipline of pupils;
  - ii) the expectations for pupils;
  - iii) the health, safety and safeguarding of all members of the community, particularly the pupils;
11. performing other duties that may reasonably be required by the Headmistress.

## **SALARY**

Belmont School has its own competitive pay scale and benefits.

Staff are eligible for a staff discount of 50% against the basic school fee for any children who attend Belmont School. For part time staff, this is pro rata.

Free meals, refreshments and free parking are also available on site.

## **HOW TO APPLY**

- Opportunities to visit the school prior to interview will not be possible in the present circumstances.
- Applicants are asked both to complete the School's own application form and to enclose a handwritten letter of application addressed to the Headmistress. CVs will not be accepted.
- The completed application form and letter should be scanned and sent by email to [schooloffice@belmont-school.org](mailto:schooloffice@belmont-school.org)
- The referees of short-listed candidates will be telephoned prior to interview and will also be required to complete a written reference.
- The successful candidate must be able to satisfy the School's health requirements and a confidential medical declaration is required.
- The successful candidate will be required to complete a disclosure application form from the Disclosure and Barring Service (DBS).
- Proof of the candidate's identity and suitability to work in the UK will be required in hard copy on the day of interview.
- Factors which are not taken into account in the selection procedure include the applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group. Our desire is to encourage applications from a diverse range of backgrounds as possible;
- It is envisaged that the successful candidate will begin their contract on 1<sup>st</sup> September 2021, subject to the COVID pandemic situation.

**Closing date for Applications: 17<sup>th</sup> March 2021 with interviews soon after.** Applications should be returned to Mrs Helen Skrine, Headmistress, by emailing the application form in this pack along with a covering letter to Mrs Alison Owen, PA to Helen Skrine via:

Email: [schooloffice@belmont-school.org](mailto:schooloffice@belmont-school.org)

Tel: 01306 730852 x 113