



JOB DESCRIPTION AND DEPARTMENT INFORMATION
TEACHER OF MATHEMATICS

THE POST

We are seeking to appoint an enthusiastic, well qualified teacher of Mathematics to teach within this inspiring school; applications are invited from both NQT candidates and more experienced teachers. The aim of the school is to provide an excellent all-round secondary education that brings out the best in each girl according to her abilities and talents. We enthuse girls with an ambitious and tailored, all-round education which encourages them to think for themselves and enables them to realise their potential. There is potential for the successful candidate to act as Second in Charge to the Head of Mathematics. The ability to teach A Level is desirable.

THE DEPARTMENT

The Mathematics Department at Prior's Field is a strong and successful one with seven full-time and one part-time members of staff. In years 7 and 8 the programme of study is the Pearson KS3 Maths Progress course, following both the Delta and Theta streams of study. In years 9, 10 and 11 the syllabus being followed is EDEXCEL iGCSE Mathematics 4MA0. Many of our pupils will take examinations in the January of year 11 and the top sets are then prepared for the Level 3 Award in Algebra. Mathematics is a popular subject in the Sixth Form and there are normally two Mathematics groups as well as a Further Mathematics group studying the EDEXCEL modular specifications.

RESPONSIBILITIES FOR THIS POST INCLUDE:

- Preparing planning schedules and resources to enthuse students in their learning of Mathematics.
- Analysing the performance of pupils and suggest appropriate interventions.
- Ensuring that prep is set according to Department and school guidelines for all year groups encouraging consolidation and providing opportunities for independent study through digital learning
- Participating in an exciting array of events, trips and master classes to promote Mathematics.
- Promoting Mathematics through leading preparation for the UKMT challenges and entry into local and national competitions, such as the University of Manchester's Alan Turing Cryptography Competition.
- Supporting the ethos of a boarding school and working in accordance with the school's aims and policies.
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.
- The school places a high priority on excellent pastoral care and this responsibility is shared by all staff.

- Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the extra-curricular activities programme, supporting school functions and attending year group social events, where appropriate.
- Carrying out supervisory and general duties as reasonable required, upholding good standards of behaviour and punctuality among pupils.
- Participating in meetings as required.
- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies.
- Knowing and adhering to all school and departmental policies.
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.
- Undertaking duties as a Form Teacher including attending year group social events on a rota basis (full time staff only)
- Participating in arrangements for preparing and assessing pupils' work for public examinations.
- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Participating in the school's Annual Appraisal programme.
- Participating in arrangements for staff development and INSET.
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.
- Attending all required school functions, as directed by the Head: staff meetings, parents' evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.

Additionally this post, as Second in Charge, could assist the Head of the Mathematics Department in promoting the highest possible quality of experience and achievement in learning for the pupils, with specific responsibility for years 7 and 8:

- Monitor the quality of teaching and learning, including marking, and assist the HoD in promoting effective lessons within the Department.
- Contribute to the Department Development Plan and Budget by assisting in identifying key priorities for development.
- Assist with assessing pupils for entrance to the school and with taster days and promoting the school.

SALARY:

The salary would be at the appropriate point on the Prior's Field pay scale which is above the national Teachers' Pay Scale.