



PRIOR'S FIELD SCHOOL

ROLE OF TEACHER OF MATHS

JOB DESCRIPTION

The Mathematics Department at Prior's Field is a strong and successful one with two full-time and four part-time members of staff. In years 7 and 8 the programme of study is the Pearson KS3 Maths Progress course. In years 9, 10 and 11 the syllabus being followed is EDEXCEL iGCSE Mathematics 4MA1. The most able students at GCSE follow the AQA Level 2 Certificate in Further Mathematics.

Mathematics is a popular subject in the Sixth Form; thus knowledge and experience of teaching the A level syllabus is required.

This role reports to the Head of Maths

Responsibilities of all teaching staff include:

- 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 reasonably 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.

- 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.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	Essential	Desirable
Experience and qualifications		
QTS or equivalent	x	
A degree in a relevant subject	x	
A relevant subject specialism	x	
A demonstrable track record of delivering excellent student outcomes at KS3 and KS4	x	
A demonstrable track record of delivering excellent student outcomes at KS5	x	
Evidence of being an excellent classroom teacher at secondary level	x	

Exemplary and up to date knowledge of teaching the relevant subject	x	
Previous experience of working at a similar level		x
Previous work experience in a UK independent school with a boarding element		x
Experience of budgeting/financial management and resource management		x
Experience of successful leadership of, or within, a relevant subject		x
Experience as a tutor		x
Skills and competencies		
The ability to demonstrate knowledge of latest specifications and curriculum developments	x	
Knowledge of national educational policy, priorities and initiatives	x	
Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate	x	
The ability to motivate and inspire and to build warm and effective professional relationships with staff, pupils and parents	x	
Strong organisational skills	x	
An understanding of how to use data to analyse past and current performance in order to improve outcomes	x	
A flair for creative solutions to problems	x	
The willingness to acquire skills as appropriate	x	
A good understanding of the latest evidence and thinking regarding effective practice in the teaching and assessment of the relevant subject	x	
A secure understanding of what excellent teaching in the relevant subject looks like	x	
An interest in pupils of all abilities and willingness and ability to inspire them	x	
The ability to formulate and lead short and long term development plans	x	
The ability to plan and implement change	x	

The ability to analyse situations or problems and suggest strategies for improvement	x	
Effective communication skills both in writing and speech	x	
Effective IT skills	x	
Knowledge about how young people learn	x	
Knowledge of use of appropriate target setting and monitoring procedures	x	
The ability to teach outstanding lessons across the age range	x	
The ability to develop effective schemes of work	x	
The ability to add value to pupil outcomes	x	
The ability to operate safe practices	x	
A full awareness of the current issues relating to teaching your subject in schools	x	
Knowledge of higher education curriculum opportunities		x
Have the ability to lead by example, empower others and command respect	x	
An excellent record of punctuality and attendance	x	
Personal qualities		
Be passionate about education, the relevant subject and learning	x	
Be keen, enthusiastic, innovative, resourceful, adaptable, flexible and inspirational, with a sense of perspective	x	
Have a high degree of emotional intelligence	x	
Have a genuine respect for and motivation for working with girls and young women	x	
Have a sensitivity to the needs of girls and young women as well as colleagues	x	
Be able to earn the respect of pupils, staff and parents	x	
Be strongly committed to improving outcomes for all students and the drive and determination to make this happen	x	
Demonstrate the ability to show initiative and to work independently and as part of a team	x	
Have a vision for provision of the relevant subject across all key stages and the drive to implement it	x	

Have the imagination and confidence to develop and share new ideas	x	
Have personal integrity, honesty, energy, stamina, resilience and enthusiasm	x	
Have the charisma to lead, challenge, support and motivate members of staff	x	
Demonstrate sound judgment and discretion	x	
Have a willingness to give generously of their time to support school events and activities	x	
Have a commitment to personal development and life-long learning	x	
Be an effective and supportive team leader and team member	x	
Have high professional standards of attendance, punctuality, appearance, behaviour and positive, respectful relationships with students, parents and colleagues	x	
Be a reflective practitioner	x	
Set high expectations for themselves and their students	x	
Be committed to safeguarding our pupils in line with the school's Safeguarding Policy	x	
Have an affinity with, and commitment to, the independent education generally and Prior's Field in particular		x