

## Job Description

- Job title:** Teacher of Mathematics
- Reports to:** Head of Department, and ultimately the Headmaster
- Responsible for:** No posts

**Job purpose:** To support pupils to successful outcomes through outstanding learning experiences and care from Year 7 through to A-Level. To promote the School vision and values and contribute to the wider Royal Russell family.

### Main duties and responsibilities:

- Deliver outstanding lessons using a range of teaching strategies and resources, including digital learning, which meet pupils' needs and are designed to raise levels of attainment
- Deliver high quality learning and teaching in an appropriately broad, balanced, relevant and adapted curriculum that inspires pupils with a love of the subject
- Deliver lessons in accordance with the timetable as prepared by the Deputy Head - Learning
- Support with the design and implementation of schemes of work for the subject from Year 7 through to GCSE and A level
- Prepare and develop subject materials to ensure that the curriculum is up-to-date and in line with overall learning objectives
- Use initiative and judgement to identify and adapt content of the teaching, level of depth and teaching method according to the needs of any particular group in line with their educational needs, including pupils with identified needs
- Facilitate and encourage a learning experience that provides pupils with the opportunity to achieve their individual potential, developing ways to encourage, challenge and inspire pupils to apply new knowledge and understanding
- Use a variety of teaching methods to stimulate learning appropriate to pupil needs and the demands of the programme of study
- Monitor and support the overall progress and development of pupils, building on earlier attainment in order that they meet and exceed their learning objectives and make sustained progress
- Track pupil attendance, progress, development and attainment on the School's MIS system, ensuring that records are kept up-to-date and accurate at all times and use such information to inform learning and teaching, and pupil reports
- Advise on and contribute to the development of schemes of work and other significant syllabus-related materials
- Engage positively with pupils about their learning, listening to them and their feedback
- Set and mark homework according to the published homework timetable and in line with departmental policy
- Set and mark internal exams as directed by the Head of Mathematics
- Assess pupils in line with relevant examination body requirements and School procedures, giving written, verbal and diagnostic feedback as appropriate
- Report on pupil progress according to the School's assessment cycle
- Attend all department and staff meetings promptly and contribute positively to areas under discussion
- Attend parents' evenings for each year group taught, ensuring that relevant information is communicated to parents and pupils
- Teach such pupils and subjects outside the department as may be required by the Headmaster in accordance with the timetables, policies and schemes of work laid down

- by the School
- Attend and support department trips and visits, including those abroad
  - Advise the Head of Mathematics on resource needs and support the efficient and effective use of resources
  - Cover lessons for absent colleagues as directed
  - Take part in the teaching staff Professional Development Review process and to engage with continuing professional development through the School's Learning Together curriculum

**Pastoral and General:**

- Ensure the safety and well-being of children and young people at the School by complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times and taking appropriate action where necessary
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils, and visitors
- Comply with the Staff Code of Conduct
- Be a House Tutor with responsibility for a group of pupils as directed, taking registration, ensuring full attendance at lessons and participation in all aspects of School life and promoting the general progress and well-being of the tutor group
- Create a positive culture of pupil welfare and behaviour including taking an active role in pastoral matters
- Model high standards of dress, attendance and punctuality when on the school premises and in authorised school activities off site
- Actively support and participate in the co-curricular programme of the School
- Supervise pupils, as detailed in the Staff Supervision Rota
- Supervise one Saturday Detention (half-day) each year
- Attend and support evening events and activities within the annual calendar
- Attend contribute to Royal Russell Day, held annually on a Saturday
- Attend and contribute to Open Day, held annually on a Saturday
- Attend all training and staff INSET sessions organised by the School
- Carry out any other duties as requested by the Headmaster or members of the School Leadership Team

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

## Person Specification - Teacher of Mathematics

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>PGCE with QTS</li> <li>A good honours degree in a relevant subject</li> <li>A commitment to continuing professional development</li> </ul>		<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>A full knowledge of the subject matter and the latest developments in the teaching of mathematics</li> <li>Ability to deliver outstanding lessons using a range of teaching strategies and resources</li> <li>Convey enthusiasm, energy and passion for the subject to inspire students to develop a love of learning</li> <li>Able to use initiative and judgement to identify and adapt content of the lesson, level of depth and teaching method according to the needs of any particular group.</li> <li>Be able to adapt to the continually changing landscape of learning</li> </ul>		<p style="text-align: center;">A/I/L</p> <p style="text-align: center;">I/L</p> <p style="text-align: center;">I/L</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of teaching Mathematics across Key Stage 3, 4 and 5 including A-Level.</li> <li>Excellent practitioner and advocate of innovative teaching strategies that develop learning and interest in the subject and instill a passion for the subject</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of preparing pupils for A-Level Further Mathematics and MAT.</li> </ul>	<p style="text-align: center;">A</p> <p style="text-align: center;">A/L</p>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>Ability to lead and inspire pupils from all backgrounds</li> <li>Strong communication and interpersonal skills, able to build good relationships with parents, pupils and colleagues</li> <li>Strong organisational skills</li> <li>Excellent ICT skills in Microsoft Office packages</li> <li>Excellent standard of written English</li> <li>A willingness to participate in the wider co-curricular life of the school</li> <li>Demonstrate the compassion and academic overview to be a successful House Tutor</li> <li>Pro-active, able to make suggestions for improvement and change</li> <li>Demonstrate an understanding of the independent education sector</li> </ul>		<p style="text-align: center;">I/L</p> <p style="text-align: center;">I/L</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I/T</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>

<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults</li><li>• Flexible approach to working hours</li><li>• Empathy with the ethos and aims of Royal Russell School</li></ul>		

**March 2024**