



## **JOB DESCRIPTION and PERSON SPECIFICATION**

### **TEACHER OF MATHEMATICS**

#### **Introduction**

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the college. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the college is managed and students are cared for.

Teachers at the college are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. Staff are in sympathy with the boarding ethos of the college, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the college. Most teachers also take on the role of Personal Tutor.

Teachers report to the Head of Department, and ultimately the Principal.

#### **Main duties and responsibilities include:**

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' course work, Saturday tests, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials as directed by the Head of Department;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and university entry papers as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, college training events, observation and professional review in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Vice-Principal (Academic)
- use of the SIMS database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with house parents and/or personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by the Head of Department and Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

#### **Qualifications:**

- a high quality degree with Mathematics as the sole or a major focus
- a formal teaching qualification may be an advantage

## **Skills and Experience:**

- the capability of teaching Mathematics expertly and confidently to all age groups 13-18, being up-to-date in his/her subject;
- the ability to teach Computer Science to IGCSE level is desirable;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- the ability to contribute to the extra-curricular life of the College is essential;
- a background in boarding education may be an advantage;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

## **Personal Attributes:**

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work as part of a team;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- be able to communicate fluently and accurately in spoken and written English;
- be confident in handling students at both ends of the Concord academic spectrum;
- be flexible in outlook and amenable to change.

## **Hours of Work**

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the college.

## **Remuneration and Benefits**

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Concord Teachers' Pay Scale, which is significantly above Main Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

## **Induction of New Staff**

There is a thorough induction programme for new staff. One or more visits may be arranged during the term prior to commencement. The main induction takes place just prior to the start of the new academic year at the beginning of September.

## THE MATHEMATICS DEPARTMENT

### Staff

The Mathematics Department is highly successful and well-resourced with a team of 20 experienced teachers. The Head of Mathematics and Computer Science is Dr Thomas Phoenix.

Members of the department work as a team when preparing materials and everyone shares in the writing of weekly tests which are then used as common assessments. Each individual teacher is assisted to maximise the quality of their teaching. Regular departmental meetings, INSET, lesson observation and professional review all form part of this process.

### Facilities

All of the Mathematics classrooms are equipped with data projectors and interactive whiteboards and are located in a modern teaching block constructed in 2009. The department is making good use of Concord's VLE and has a culture of sharing resources.

### Courses

Pupils in Forms 4 and 5 follow the Edexcel IGCSE Mathematics course with the most able also studying Additional Mathematics. In addition, Edexcel GCSE Statistics is offered as an optional subject.

Mathematics is the most popular subject at AS and A level and a large proportion of Concord students study Mathematics at this level, following the Edexcel course. Around 80 students take Further Mathematics each year and several students progress on to Oxbridge to study Mathematics or closely related subjects.

In Forms 4 and 5 the department also offers the Cambridge Computer Science IGCSE which concentrates mainly on the technical side of computers including designing algorithms and writing code, and is therefore suited to the more mathematically-minded students.

**Academic Results** can be found on our website – [www.concordcollegeuk.com](http://www.concordcollegeuk.com)

***Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.***