



St James' Senior School

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Mathematics Teacher

Hours of work:

Full Time Monday - Friday 8:30am-4:00pm. Term time only plus Inset days

Responsible to:

Headmistress - Miss Harris

Purpose of the role:

The Senior School Maths Teacher role is a full-time, permanent position starting in September 2022 or as soon as possible thereafter.

Working within the Senior Department, the successful candidate must be capable of teaching KS3, GCSE / IGCE and A-Level. Currently the school follows the OCR specification, therefore the successful candidate will have to be capable of teaching Pure Maths, Mechanics and Statistics.

Main Responsibilities:

- In line with the Teachers' Standards, all our teachers must plan and teach well- structured lessons of a consistently high standard which inspire, motivate and challenge our pupils.
- They must be able to demonstrate a clear understanding of how to adapt their teaching to respond to the strengths and needs of all pupils.
- Teachers must monitor the progress of their pupils, set appropriate targets and give regular feedback, encouraging their pupils to reflect on this feedback.
- Teachers must communicate effectively with parents by producing relevant reports and attending parents' evenings as directed.
- Our teachers are expected to make a positive contribution to the wider life and ethos of the School, developing effective professional relationships with colleagues to support the specific targets of the School.
- They have a responsibility to work collaboratively with others, contributing to the design and provision of an engaging curriculum within the relevant subject area.

	<ul style="list-style-type: none"> Due to our small size, academic departments usually consist of a single member of staff. It is desirable that the successful candidate has experience of writing detailed schemes of work or the capacity to do so. <p>This list is not intended to be exhaustive and you may be required to undertake other comparable duties as St James' School requires from time to time.</p>
Monitoring, Assessment, Recording, Reporting, and Accountability	<p>Co-curricular responsibilities:</p> <p>Teachers are expected to make a regular contribution to the co-curricular life of the School, through involvement in extra-curricular clubs, societies and activities and through attendance on academic, pastoral and co-curricular school trips.</p> <p>Pastoral responsibilities:</p> <p>All members of staff are Form Tutors.</p> <p>Duties include registering the Form Group each morning, monitoring their attendance and initial stages of pastoral and academic welfare, teaching PSHE, attending staff and welfare meetings as required, and attending assemblies with your Form Group.</p>
Professional Standards & Development	<p>All teachers are expected to show evidence of a continuing interest in professional and personal development and to consider the needs of the School and its development plans when planning Continuing Professional Development.</p> <p>St. James' School supports staff with a wide range of internal and external inset opportunities, including internally delivered teaching and learning sessions, Initial Teacher Training sessions for those in the early stages of their career and regular whole-school inset designed to ensure teachers are up-to-date with statutory training in a variety of areas.</p>

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	A good honours degree relevant to the teaching aspects of the role	A recognised teaching qualification, eg a PGCE, QTS	Production of the Applicant's certificates
Experience:	Experience of teaching GCSE and A-Level Mathematics		Contents of the Application Form Interview Professional references

Skills:	Growth mindset Excellent communication skills Resilience and determination The ability to be creative and innovative A reflective practitioner with strong organisational skills and the ability to meet deadlines		Contents of the Application Form Interview Professional references
Knowledge:	Capable of teaching KS3, GCSE / IGCE, A-Level		Contents of the Application Form Interview Professional references
Personal competencies and qualities:	Adaptability and show good judgement Have energy, drive, enthusiasm, a positive manner and a sense of humour Sympathy with the values and ethos of the School		Contents of the Application Form Interview Professional references