



Job Description for Teacher of Mathematics

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.

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| Commencing | September 2019 |
| Summary of the rôle | <p>We are seeking a well-qualified and inspiring specialist to join our thriving department to teach Years 7 – 13. IGCSE, FSMQ, and A Level are offered and numbers in the Sixth Form are consistently strong with three groups in both Year 12 and Year 13. The department is well-resourced and lessons are taught in four well equipped classrooms, plus a dedicated room in The Lang Centre (for Sixth Form lessons).</p> <p>The person appointed will be able to encourage girls to enjoy and succeed in Mathematics at all levels. He/she is also likely to be experienced in the use of ICT in the subject. Colleagues are expected to be prepared to be involved in the wider life of the school and to contribute to the outstanding pastoral care provided.</p> <p>This is a full-time position from September 2019 and would be suitable for a NQT or an experienced teacher.</p> |
| The Department | <p>Teachers at Walthamstow Hall get to know their students very well and foster positive working relationships with them. We aim to make the lessons interesting and enjoyable, using a range of teaching techniques, and to build confidence and resilience in the students. The staff in the department work closely together, sharing ideas and resources, and are extremely supportive of each other.</p> <p>The Department is staffed by well-qualified mathematicians who take a keen interest in current educational research and ideas are discussed at departmental meetings and INSET days. Staff are encouraged to attend relevant external CPD sessions and attend local Maths Hub meetings. There are currently three full-time teachers and five part-time teachers in the Department.</p> <p>The Mathematics Department has a long tradition of academic achievement with a good number of girls electing to take Mathematics and Further Mathematics in the Sixth Form and beyond.</p> |

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| | <p>In the current academic year, over 40% of Year 12 pupils are taking Mathematics or Further Mathematics. We follow the OCR A level specification for Mathematics and Further Mathematics.</p> <p>We are following the Edexcel 9-1 IGCSE syllabus with the expectation that girls will take the Higher Tier. Grades have been 100% A* to C (9-4) over the last few years, with many achieving the top grades. In 2018 71% achieved grades 7-9. The most able students also take OCR FSMQ Additional Mathematics at the end of Year 11.</p> <p>Numeracy support lessons are available for students with particular difficulties and these are coordinated by the Learning Support department. The numeracy support teachers work closely with teaching staff and have an excellent reputation for improving confidence and attainment in their students and help them to achieve high grades at IGCSE.</p> <p>All year groups are currently taught in 4 sets. Year 7 are initially taught in mixed ability groups and then put into sets; this currently happens after the first term. Years 7-11 are timetabled for around 3 hours of teaching time but, from September 2019, Years 9-11 will have an extra single period per week.</p> <p>The School takes part in the United Kingdom Mathematics Challenges with success at all levels. Pupils also take part in the team competitions and a group of Year 9 girls attend Royal Institution Masterclasses. Sixth Form Mathematicians enjoy the Maths in Action conferences held in London.</p> <p>In June each year we invite teams of Year 4 and Year 5 pupils from local primary and prep schools to enter our Great Maths Race, which is great fun and very popular.</p> <p>The department has a good stock of resources, text books and back-up material. We subscribe to several on-line resources, including MyMaths and Maths Box, and have recently subscribed all sixth form pupils to the Integral online resources for A level. Each classroom has an interactive whiteboard and a visualiser.</p> |
| The Post involves | <ul style="list-style-type: none"> • Delivery of Maths courses to Years 7 –13. Monitoring and recording the achievements of the girls. • Giving girls regular feedback to help them achieve their potential. • Helping with the preparation of tests and exams for an allocated year group as specified in the departmental timetable. • Keeping up-to-date with developments in the teaching of Maths and its subject matter. • Participating fully in Maths related extra-curricular activities. • Liaising with numeracy support teachers with regard to any girls they teach. |
| Person Specification | <p>The successful applicant:</p> <ul style="list-style-type: none"> • Will be well qualified in the subject and capable of teaching Maths up to Year 13. • Will have enthusiasm for the subject and an ability to communicate it to the girls at all levels. • Will be competent in ICT and willing to help develop its use within |

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| | <p>the department.</p> <ul style="list-style-type: none"> • Will have the ability to work in a team. |
| Line Manager | The Head of Mathematics |
| General | |
| ALL STAFF | |
| | <ul style="list-style-type: none"> • To uphold and implement the school's stated mission and to safeguard its ethos, including the support of the pastoral system and wider life of the school. • To expect and encourage the highest standards of work and behaviour from students at all times. • To support and implement whole school policies and practices and evaluate their own teaching critically in order to improve personal effectiveness in the classroom. • To ensure that each girl is treated as an individual and enabled to fulfil her academic potential. • To take responsibility for their own professional development and keep up to date with developments relating to subject matter and pedagogy. • To set a good example to students through personal presentation and conduct and to maintain appropriate personal boundaries with students. • To establish effective working relationships with professional colleagues. • Colleagues are expected to contribute to the outstanding pastoral care provided. |
| SUBJECT TEACHER | |
| | <ul style="list-style-type: none"> • To implement fully the department's schemes of work and to comply with policies and procedures in both the department's handbook and schemes of work on such matters as: <ul style="list-style-type: none"> - programmes of study and syllabus requirements - teaching strategies and differentiation - lesson preparation and marking - monitoring and assessment for students including the use of base-line data and projected grades - recording and reporting procedure - homework policy and discipline • To keep accurate records of attendance, work covered and attainment as well as progress against prior attainment and to complete reports as scheduled. • To attend staff meetings, department meetings, parents' consultation evenings and other functions and to share in representing the department at Open Mornings etc. • To liaise with the Head of Department and the appropriate Form Tutor and Pastoral Head about individual students. • To participate fully in appraisal/performance management in line with school policy • To respond positively to the Head of Department's and School's recommendations for INSET and CPD |
| Knowledge and understanding | |
| | <p><i>In addition to the points above it is expected that all subject staff will demonstrate competence in the following areas specified by the DfE as those expected of teachers with Qualified Teacher Status (QTS)</i></p> <ul style="list-style-type: none"> • Have a secure knowledge of their specialist subject. • Have a detailed knowledge of the relevant aspects of the curriculum and examination specifications. • Understand progression in their specialist subject, including before their specialist age range. • Cope securely with subject related questions which pupils raise. |
| Planning and setting expectations | |
| | <ul style="list-style-type: none"> • Identify clear teaching objectives, content, lesson structures and plan sequences of lessons appropriate to the subject matter and the pupils being taught. • Set appropriate and demanding expectation for pupils' learning and motivation and set clear targets for pupils' learning based on prior attainment. • Be aware of and plan for pupils who have special educational needs, including gifted and talented pupils, and plan and teach in such a way as to give positive and targeted support. Seek specialist help where relevant. |

Managing pupils

- Ensure effective teaching of whole classes, groups and individuals so that momentum and challenge are maintained and best use is made of teaching time.
- Set high expectations of pupils' behaviour, maintaining a good standard of discipline through positive and productive relationships and well-focused teaching.
- Use a range of teaching methods to keep pupils engaged including effective questioning, clear presentation and good use of departmental resources.

Assessment and evaluation

- Assess pupil progress to establish what has been achieved and to inform future teaching.
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback which effectively supports learning.
- Prepare informative and constructive written reports for parents which identify specifically how each pupil can improve her personal performance.

General

- Select and make good use of text books, ICT, display and other learning resources and encourage pupils to treat them responsibly.
- Support the Head of Department wherever possible, eg attendance at department meetings; in preparation and displays of work; in support of department trips and initiatives.

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

Applications

Applications should be made on the School's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Miss Stephanie Ferro. Please post your application to the School, no later than the closing date below.

Miss Stephanie Ferro, MA (Oxon), MA (Lond)
Headmistress
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

The closing date for applications is Thursday 2 May 2019 (by 12 noon).

Interviews

Interviews will take place on Thursday 9 May 2019.

References will be taken up before interviews.

The School reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

Polite notice: Please note that it is not customary for the School to provide feedback to candidates.

March 2019