



Wychwood School

JOB DESCRIPTION

Teacher of Mathematics (Maternity Cover)

Nature of the post: Mathematics is an essential and core subject within Wychwood. All pupils do mathematics at KS3 and 4 and then complete the IGCSE. Mathematics and Further Mathematics are offered at A level and increasingly popular. The modules taken in Further Mathematics are chosen bearing in mind the skills and interests of the pupils.

Salary will be on the Wychwood scale and will depend on qualifications and experience. All teachers play a full and active part in school duties as required in a boarding school.

Context

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for girls in the centre of North Oxford. Pupils take GCSE, IGCSE, BTEC, A Level, and EPQ qualifications. It has a committed, and supportive staff and engaged and enthusiastic learners. It recognises the importance of continuing professional development and is an environment where both students and staff flourish. Wychwood has also recently enjoyed significant improvements to its site and facilities.

The role requires excellent subject knowledge, communication, interpersonal and organisational skills, empathy, sympathy, flexibility, attention to detail, the ability to inspire pupils and a co-operative and supportive attitude to colleagues.

Person Specification:

The teacher of mathematics will ideally

- have an Honours degree in a subject related to this post
- have a PGCE or QTS or equivalent qualification
- have teaching experience in a secondary school
- have experience of working in a team and individually
- be familiar with everyday school requirements such as lesson planning, record keeping, report writing, parents' evenings, etc.

Personal Qualities required:

The teacher of mathematics will be expected to

- be a good team player
- have a good work ethic
- be in possession of a well-developed sense of humour
- be respectful of and to acknowledge the Christian ethos and heritage of the school
- be committed to the academic and pastoral ethos of the school
- be committed to upholding all Health and Safety regulations in force
- be committed to promoting Wychwood School, Oxford positively by attendance at Open Mornings and Evenings and supporting whole-school, extra-curricular and outreach events.

Skills and attributes:

The teacher of mathematics should

- be rigorous and professional in their approach

- abide by the Wychwood staff code of conduct
- be able to relate well to teenagers
- be able to relate to colleagues
- be able to manage time well so that pressure points such as report writing or examinations are managed effectively
- be prepared to take advice, try out new things, and be able to critically reflect
- enjoy the subject and work
- understand and act upon the need for timely, accurate communication between staff in school, the SENDCo, the EAL department and parents so that the pupils receive the highest quality, targeted support where necessary
- demonstrate and instil enthusiasm and interest

Professional Responsibilities:

- To attend INSET and other training courses as required e.g. preparation for inspections and personal professional development
- To attend staff meetings and read the minutes
- To carry out staff duties such as weekend and prep duties
- To attend parents' meetings for those pupils taught and those meetings where information is required by parents for the next stage of education
- To supply the examinations officer with all relevant and accurate data to allow public examination administration pre- and post-results to be carried out effectively and efficiently
- To prepare and support pupils applying for Further Education
- To share cover for absent colleagues
- To be part of the progress tutor and form teacher teams as required
- To observe all Health and Safety requirements in order to maintain a safe environment
- Be prepared to share in the First Aid cover for the school after appropriate training
- To co-operate in ordering, storing, managing and distributing the subject's resources
- To take responsibility for keeping and recording detailed accounts for trips and other areas where the member of staff is leading, communicating these accounts to the bursary and the recording and communication of all billing information to the bursary
- To be involved in the extra-curricular life of the school
- To maintain close involvement with the life of the school
- To ensure appropriate standards of behaviour of the students in their care at all times
- To attend meetings regularly and to undertake any tasks reasonably required by the Head of Department.
- To undertake any other task reasonably requested by the Head.

Academic Responsibilities:

- To promote a love and appreciation of mathematics as an academic discipline
- To ensure pupils have an appreciation of the value and wonder inherent in mathematics
- To explain how mathematics can contribute to possible career paths
- To plan, teach, and evaluate lessons in mathematics in accordance with the requirements of the appropriate specifications, assess students and provide feedback to them which furthers their progress and improves outcomes for them.
- To draw up schemes of work, evaluating and amending them in the light of experience
- To adhere to all academic policies and protocols in place
- To produce, maintain and update schemes of work appropriate to each class taught
- To select and use appropriate and varied resources, equipment and techniques
- To keep detailed records
- To produce written course information where it is required
- To encourage pupils to monitor their own progress, whether by individual tutorials or written self-assessment
- To ensure that school assessments and examinations are reviewed after each examination session to help pupils identify and eradicate errors in knowledge, practice or examination technique

- To promote active and independent learning which encompasses Habits of Mind
- To model and encourage the use of a variety of study skills, revision techniques and learning approaches to maximise a pupil's performance
- To apply the recommendations of IEPs
- To maintain up-to-date knowledge of developments in education especially in mathematics
- To report termly to parents in writing, completing them by the published deadlines
- To produce written reports for staff on progress on a timely and termly basis
- To mark and comment on entry papers in a timely and professional manner where appropriate
- To organise and lead trips to promote interest in mathematics
- To liaise with other teachers and progress tutors about the pupils' progress.