



JOB DESCRIPTION:

Teacher of Mathematics

Responsibilities delegated by: Head of Mathematics

General Responsibilities

1. to understand and implement the School's aims and objectives, acknowledging the ethos of a specialist music school which is also a boarding school.
2. to assume, alongside all other staff, corporate responsibility for the safety, readiness to learn and respectful behaviour of students at all times whilst on School premises and on official out-of-school activities.
3. to undertake such duties, administrative tasks and responsibilities as may reasonably be directed by Head of Department, Academic Manager, Assistant Principal (Academic and Pastoral) or Joint Principal (Academic and Pastoral).

Main Duties

1. to plan, prepare and deliver lessons which follow agreed schemes of work.
2. to set prep according to the agreed prep timetable, to mark work regularly, to keep records up-to-date and to provide relevant feedback to students.
3. to assess and report on students' work and progress according to the School's formal and informal reporting procedures and schedules.
4. to fulfil, where relevant, external requirements for the preparation of students for public examinations eg moderation of coursework, assessment and recording of work, oral/aural testing of students supervision of examinations.
5. to manage the setting of internal examinations, and contribute to their supervision and marking.
6. to maintain subject expertise and keep subject awareness up-to-date, through whatever means are appropriate, such as continuing professional development. Sharing learning with your department and with the wider School.
7. to participate in the School's scheme of teacher monitoring, including the appraisal of departmental staff through the Professional Review system.

8. to participate in School INSET and the following meetings:-
 - Departmental meetings
 - Staff meetings
 - Teachers' meetings
 - Parent-Teacher meetings
9. to maintain high standards of student behaviour and good order in the classroom and around School, and to fully support the School Behaviour system built on restoration and improvement.
10. to maintain high personal and professional standards, both inside and outside the classroom, and promote these standards within your department.
11. to provide lesson cover for absent colleagues, as required by the Academic Manager.
12. to undertake general school supervisory duty, approximately two or three times a term
13. to attend School Assemblies each week and when they occur.
14. to attend school events such as Open Days, major concerts, Christmas concert and Founder's Day, and to be prepared to supervise students at these and other events, as circumstances necessitate.
15. to act as a personal tutor, as required, to a designated number of students, carrying out the related duties specified in the description of the rôle of the personal tutor.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name:

Employee's Signature:

Date:

**PERSON SPECIFICATION
TEACHER OF MATHEMATICS**

Education and Qualifications	
Educated to degree level in mathematics	Essential
Teaching qualification with QTS e.g. PGCE, BEd, PGDE	Essential
Experience in teaching GCSE to Years 7-11	Essential
Experience in teaching A level Maths and Further Maths	Desirable
The potential to teach A level Maths and Further Maths	Essential
A passion for mathematics and general numeracy	Essential
Experience of devising schemes of work	Desirable
An up-to-date awareness of current curriculum issues and a keenness to undertake Continuous Professional Development	Essential
A track-record of contributing to achieving outstanding results in GCSE and A level	Essential
The ability to teach ICT at Key Stage 3	Essential

Knowledge, Skills and Abilities - General	
Proficiency in the use of technology – Office, SharePoint, and classroom technology such as Promethean interactive screens	Essential
Ability to work as part of a team	Essential
Experience and knowledge of safeguarding, restorative approaches to discipline and mental health in young people	Essential
Excellent communication skills with all stakeholders including children, colleagues, parents, guardians, carers and visitors.	Essential
Good organisational and administrative skills. High standard of English language, as well as good written, IT and verbal communications skills	Essential
Ability to handle sensitive information and maintain discretion on sensitive issue	Essential
Commitment to raise and maintain high levels of student achievement	Essential
Tenacity: you never give up on a student, seeking solutions and support	Essential
Resilience and optimism, able to cope in challenging times	Essential

Chetham's School of Music is the Country's foremost Specialist Music School. For many years we have enjoyed outstanding progress results in A- Levels and Good results at GCSE. Student hours of learning for Maths are often less than that given in many other Schools therefore every second of learning time counts.

Although there is no academic test to enter Chetham's, students are generally well-motivated and classes rarely exceed 20 pupils. Differentiation is key to improving the achievement for all of our

Students. We also have a number of overseas students with EAL, your skills of teaching differentiated material and sharing this with colleagues will be essential to improve the department.

Within the new School building there are three Maths classrooms on the main academic floor. In addition there two I.T. rooms each of which have a number of workstations. All classrooms have interactive and traditional whiteboards. All staff and Students have access to email and internet.

The post is full-time with approximately 21 hours of classroom teaching, in addition to which you will also be expected to participate fully in the life of the School. This may involve being attached to a tutor group, taking the primary responsibility for a group of students. The post-holder will be expected to attend major concerts and other School events. All members of staff do one day of School duty on a rota basis, usually twice per half-term. We also engage in cover and exam invigilation as part of our teacher duties.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Designated Safeguarding Lead or one of her Deputies.