

# Queenswood



PERSON SPECIFICATION  
AND JOB DESCRIPTION



## Teacher of Mathematics



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Teacher of Mathematics

### **Main Purpose of the job:**

To teach Mathematics to a variety of abilities throughout the school

**Reporting to:** The Head of Mathematics

### **Main responsibilities and duties**

Planning and preparing courses and lessons.

Teaching, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere.

Assessing, recording and reporting on the attainment, progress and development of pupils.

Maintaining good order and discipline.

Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them.

Taking an interest in the personal and social needs of pupils, and communicating as appropriate with the Housemistress and Tutor.

Attending Parents' Meetings and seeing parents by appointment with the knowledge of the Head of Department.

Communicating and dealing with outside bodies in consultation with the Head of Department and the Senior Management Team.

Participating in meetings for any of the purposes described above.

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Participating in any arrangements within an agreed framework for the appraisal of one's performance and that of other teachers.

Reviewing annually methods of teaching and programmes of work in consultation with the Head of Department.

Participating in arrangements for further training and professional development as a teacher.

Undertaking study and other supervision duties and co-curricular activities as appropriate.

## **Person Specification.**

### **Essential**

Qualifications: Good honours degree or equivalent qualification involving Mathematics

Skills:

- Teaching
- Organisational
- Communication
- The ability to establish good working relationships with all staff (teaching, administrative and ancillary) and to liaise with them as necessary.
- The ability to establish good working relationships with pupils.

Knowledge:

- A thorough knowledge of the Mathematics National Curriculum at Key Stages 3 and 4 and Advanced Level.

Personal competencies and qualities:

- Empathetic, sympathetic, calm, patient
- Lots of stamina
- Motivation to work with children and young people

### **Desirable**

Qualifications:

- Teaching qualification
- Appropriate ICT training
- Ability to teach Further Maths A-Level

Experience:

- Teaching of Mathematics to a variety of ages and abilities
- Involvement in a variety of examination teaching programmes
- Using ICT to help deliver Mathematics successfully

Skills:

The ability to prepare candidates for university courses requiring Mathematics.