



## UPPER PREP DEPARTMENT

Teacher of Mathematics (Fixed Term);

### **Specific responsibilities:**

- Play a positive role in the implementation of the School Development Plan or in any action plans as a result of an internal or external audit or inspection
- Share academic and pastoral responsibility for all pupils, supporting form teachers and working in liaison with the Director of Studies and Deputy Head respectively, to ensure that each boy achieves his potential
- Monitor, develop and review curricular policy for the department together with the Head of Department and Director of Studies
- Devise, with the support of the Head of Department and Senior Leadership Team, a suitably challenging and innovative programme of study to help each boy learn important life skills as a part of the curriculum
- Support the marketing strategy by attendance at school events, occasionally outside normal working hours, as well as assisting with the general recruitment and retention of Senior pupils
- Assist with the planning of, and attendance at, the key events for the school community
- Expedite excellent channels of communication with all stakeholders
- Manage, with care, any relevant budgets
- Arrange and attend, with the support of the Senior Leadership Team, relevant information evenings and events pertaining to mathematics
- Ensure that each member of staff in the department has a clear understanding of their role and duties and organise accordingly
- Work collegiately in pursuit of all round excellence for the pupils

- Work with empathy, good humour and consummate professionalism to be a good role model for the boys, and to uphold the reputation of the school, at all times
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headmaster

**Specific teaching responsibilities:**

- Effectively champion the Mathematics Department throughout the school and inspire pupils and staff with strong subject knowledge and a passion for learning
- Monitor the budget for the Mathematics Department
- Oversee the successful implementation of the curriculum in Mathematics throughout the school and engender a love of learning in the pupils for the subject
- Provide suitable opportunities across the age and ability range, such as competitions and trips, to ensure children develop an avid mathematical interest
- Keep abreast of suitable CPD opportunities in order to establish an exemplar of best practice
- Support all teaching staff in the department and assist in the choice of reading and learning material
- Help pupils to understand and practise independent learning
- Liaise with the Study Centre to ensure consistency of communication and best practice in respect of pupils whom you teach
- Contribute effectively to the GTi programme
- Apply the precepts of the Kingswood House Way in planning and delivery of lessons
- Inspire pupils with interesting opportunities to engage enthusiastically with mathematics via the annual subject enrichment programme

**Other teaching responsibilities:**

- Assist with the Pre-Test programme in Year 6 in liaison with Director of Studies and other relevant members of staff
- Write regular updates for the weekly newsletter and termly magazine

- Contribute meaningfully to the preparation and delivery of internal or external assessment as required
- Contribute meaningfully to the House system
- Be responsible, as necessary, for the registration each morning of a designated year group and oversee their academic, pastoral and social development and be the first port of call for their parents, feeder schools, Study Centre staff or any other interested parties
- Provide edited and informative reports at the end of each term
- Run an extra-curricular activity
- Show commitment in the support of day and residential trips
- Organise the classroom in a way that is conducive to an effective learning process, resulting in a well-ordered stimulating and attractive environment
- Have appropriate equipment and learning resources available, grouped and stored in such a way that ensures their accessibility to children
- Organise children appropriately in class; planning patterns of working in such a way that it is likely to increase their independence and efficiency
- Ensure that children are given opportunities of group work - i.e. they work together at a specific task which facilitates interactive learning, the sharing of ideas with the need to arrive at conclusions
- Enable children to develop skills and concepts in all aspects of the curriculum within integrated learning situations as and when appropriate, matched to age, aptitude and ability
- Mark academic work carefully and promptly, in keeping with the school marking policy, to ensure clear feedback and positive reinforcement
- Encourage children to value themselves and others both inside and outside the classroom
- Have working displays, which reflect the tasks in hand, presented in a variety of forms
- Display and regularly change children's work to show best practice
- Ensure that attention is given to the readiness of the classroom at the beginning of the school day and the tidiness of the classroom at the end of the day

- Be aware of any signs of stress, emotional imbalance or learning difficulties and keep the appropriate people informed over these concerns
- Ensure that each child is working to the best of his ability, is well disciplined, well mannered, considerate and happy

Agreed by..... Date.....

NB: Please read carefully the appendix to your contract which outlines your professional duties.

*May 2019*