

# JOB DESCRIPTION

Date

Job title:

Teacher of Mathematics

Reporting to:

Head of Mathematics

Department/School:

Hydesville Tower School

Scope:

UK

*The job 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 relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

To provide effective and high quality classroom teaching to GCSE and to support the Head of Department and all department activities.

## Key Responsibilities

### KEY DELIVERABLES:

- To provide stimulating, well-planned lessons across the age and academic range within the Senior School.
- To ensure high standards of attainment and progress
- To enhance the quality of teaching and learning in the Department through sharing resources and good practice, lesson observation, collaborative teaching and active participation in continuing professional development
- To perform other duties consistent with the post as directed by the Headteacher or Head of Senior School

### TEACHING AND LEARNING RESPONSIBILITIES:

- To teach pupils of all abilities across the entire age range
- To follow the department schemes of work and produce lesson plans
- To ensuring that assessment is both regular and thorough and that full records of pupils are kept
- To liaise with the Head of Maths in analysing data regarding the performance of pupils within all key stages
- To regularly mark pupils' work, including homework, carefully and conscientiously and provide pupils with regular written and verbal feedback on their learning
- To ensure that yearly reporting of pupil progress conveys accurate, meaningful information with targets to ensure high levels of achievement
- To promote and support relevant extra-curricular activities within the department
- To liaise with the SENCo and Academic Support to ensure pupils can access the curriculum
- To liaising with the Head of Mathematics in matters concerned with pupil discipline and behaviour
- Assist the Head of Department in the development of new schemes of work, in the updating of current schemes of work and assist with preparing the department for internal and external inspection as required
- To promote a culture of continuous improvement

### STAFF RESPONSIBILITIES:

- To be responsible for day to day administration within the department
- To be responsible for identifying and participating in further professional development and INSET as appropriate
- To participate in arrangements that may be made for staff appraisal
- To share best practice throughout department
- To participate and contribute to regular department/ curriculum meetings in accordance with the published rota
- To participate in moderation meetings, where appropriate
- To attend staff meetings, pastoral meetings, Open Days and Parents' Evenings (and other functions of a similar nature) as deemed necessary by the Head and/or Senior Management Team

## Principal Working Relationships

Internal:       Head of Mathematics  
                  Deputy Headteacher (Head of Senior School)  
                  Assistant Head  
                  Key Stage 3 Phase Leader  
                  Academic Support  
                  SENCo  
                  Assistant Director of Education

External: Parents and any other outside agencies

## Person Specification

Education and Skills:

- A good degree
- Qualified Teacher Status
- Outstanding teaching
- A willingness to become involved in the wider life of the school
- Flexibility
- Well organised, creative and innovative
- Able to offer an extra-curricular club/activity
- An excellent role model with high expectations
- Ability to work independently and also in a team.
- Strong interpersonal and communication skills
- Ability to form relationships and to motivate pupils
- Enthusiasm for the work of a department
- Commitment to personal and professional development.

Training and Experience:

- Experience in teaching the new curriculum
- Recent experience with assessment, recording and reporting

Competencies for the Role:

Role Specific

- The ability to teach mathematics to pupils of all abilities to a high standard
- A specialism or interest which could be introduced as an extra-curricular activity
- Meticulous preparation of lessons and assessment of pupils' work
- Excellent communication skills
- Up to date knowledge of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

## Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development

Signed: ..... Date: .....

Name (Print): .....