



PRIOR'S FIELD SCHOOL

Teacher of Maths

Job Description and Department Information

The Mathematics Department at Prior's Field is a strong and successful one with two full-time and four part-time members of staff. In years 7 and 8 the programme of study is the Pearson KS3 Maths Progress course. In years 9, 10 and 11 the syllabus being followed is Edexcel iGCSE Mathematics 4MA1. The most able students at GCSE follow the AQA Level 2 Certificate in Further Mathematics. A Level students study the Edexcel Mathematics and Further Mathematics courses. The Department

This role reports to the Head of Maths

Responsibilities of this post:

- Teaching Maths across the age ranges.
- Adhering to marking and assessment policies of the department.
- Maintaining accurate records of assessment results.
- Running at least one subject specific club/activity
- Accompanying staff and pupils on day and residential Maths trips
- There may be a requirement to mark examination papers during the school holidays.

Additional responsibilities of all teaching staff include:

- Supporting the ethos of a boarding school and working in accordance with the school's aims and policies.
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.
- Sharing responsibility for excellent pastoral care to which the school gives a high priority.
- Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions and attending year group social events, where appropriate.
- Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils.
- Participating in meetings as required.
- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies; making sure that lessons are well organised

and at an appropriate level; preparing planning schedules and resources to enthuse students in their learning.

- Knowing and adhering to all school and departmental policies.
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department; encouraging consolidation and providing opportunities for independent study through digital learning.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.
- Undertaking duties as a Form Tutor (if appropriate).
- Participating in arrangements for preparing and assessing pupils' work for public examinations.
- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.
- Contributing to the Department Development Plan and Budget by assisting in identifying key priorities for development.
- Keeping up to date with current and future developments within the subject, and attending courses and other relevant meetings as directed by the Heads of Department.
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Contributing to the development of ICT within the department.
- Contributing to the development of co-curricular activities.
- Participating in the school's annual appraisal programme.
- Participating in arrangements for staff development and INSET.
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.
- Attending all required school functions, as directed by the Head: staff meetings, Parents' Evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.