



ST CLAUDINE'S
CATHOLIC SCHOOL FOR GIRLS

Job Description:	Teacher of Maths
Contract type:	Fixed-term, part-time (0.4 or 0.6 contract, 2 or 3 days per week)
Location:	Crownhill Road, Willesden, London NW10 4EP
Post-holder:	TBC
Scale:	MPR or UPR
Date:	01 January 2022, or as soon as possible

Mission

"Championing excellence and equality in all-girls' education"

School Aims:

We aim to provide a school experience that:

- In its breadth introduces each girl to the fullness of a life rooted in the love of God.
- In its balance establishes attitudes, which produce concern for truth and respect for others.
- In its relevance enables each girl to make her contribution to society with dignity and faith.
- Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability.
- Serves to develop a sureness to stand against all that undermines dignity of self and of others.

Purpose of post:

To work as a member of the Maths Department seeking to improve examination results.

Key tasks:

As a member of the Maths Department, the teacher will:

1. **Ensure improved examination results by:**
 - a) teaching Maths across a wide range of ages and abilities, and from Year 7 to 'A' level;
 - b) being responsible for the progress, assessment, welfare and discipline of the pupils she/he teaches under the direction of, and with the support of, the Head of Department;
 - c) Planning, teaching and assessing students in assigned classes;
 - d) enabling the pupils to achieve the highest standards at an individual level;
 - e) monitoring, assessing and recording the progress of all pupils;
 - f) identifying any pupil with special learning needs and take appropriate action;
 - g) contributing to the preparation of units of coursework for use throughout the department;

- h) familiarising herself/himself with the resources available within the department, the Library and the school in general;
- i) participating in the choosing and ordering of departmental resources;
- j) Valuing the students' work in a variety of way, including the presentation/publication /display of work for as wide an audience as possible, rapid marking and return of work, and other forms of praise and rewards;
- k) regularly setting and marking homework for all pupils in accordance with current school policies.
- l) working under the general direction of the Head of Department, adhering to, and helping to develop, departmental policies;
- m) offering high-quality teaching and learning experiences for students and securing their progress in Maths;
- n) working actively to promote the department's multicultural and equal opportunities objectives; and
- o) organising outings/theatre visits.

2. Provide an environment conducive to learning by:

- a) insisting upon proper standards of discipline and safety in the classrooms; and
- b) ensuring that the teaching area has excellent attractive and up-to-date displays; is graffiti and litter free; and is orderly both in appearance and conduct of pupils.

3. Set an example of excellence, thereby, providing a role model of excellence for the pupils by:

- a) being punctual to lessons at all times and ensuring pupil punctuality to class;
- b) insisting upon good manners, courtesy, kindness, self-control and safe behaviour from the pupils at all times; and
- c) observing all rules on Health & Safety.

As a member of staff in the school the post-holder will contribute to the whole life of the school by:

- a) attending all necessary meeting, including Parents' Evenings and appropriate Working Party meetings;
- b) supporting the aims and ethos of this Catholic school and the values of St Claudine;
- c) supporting the school's Race and Gender policies;
- d) being a member of one of the pastoral year teams; and
- e) fulfilling the Terms and Conditions of Service, as laid down in the 1986 Education Act.

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.