

## WYMONDHAM COLLEGE JOB DESCRIPTION

### TEACHER OF MATHS

### PERMANENT, PART TIME

<b>Line Managers job title:</b>	Head of Maths
<b>Salary:</b>	MPS/UPS
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	52 weeks
<b>% of FTE</b>	0.9 FTE

### THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teacher of Maths.

Wymondham College seeks to appoint a well-qualified and enthusiastic teacher to join our Maths department at the College. This is an opportunity to join a welcoming, strong department in a high-performing school. The post holder must be able to teach Maths at Key Stages 3, 4 and 5. There is the potential to also deliver Further Maths for the right candidate.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

### PERSON SPECIFICATION

**Personal Qualities.** Wymondham College expects its teachers to have the following personal qualities:

- Have the ability to inspire and enthuse staff and students about their subject.
- Be an innovative, independent thinker with the capacity for strategic thinking.
- Be creative and proactive in finding solutions.

- Be flexible and adaptive to changing needs and priorities.
- Be resilient, calm, and tenacious under pressure.
- Be insightful and analytical with good problem-solving skills.
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents, and the wider community.
- Be a self-reflective practitioner who always seeks to improve.

The professional competencies expected of the Teacher of Maths are:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Teacher of Maths are:

- Have a qualified teacher status

## **JOB SPECIFICATION**

### **General Responsibilities**

The Teacher of Maths is responsible to the Principal, through their Head of Department, for teaching classes in the College using their skill, experience, and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers at Wymondham College. A contribution to the wider life of the College is an expectation of all staff, for example by supporting the extracurricular activities within their teaching department.

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Wymondham College. This includes the requirement to work on some Saturday mornings. Additional holiday entitlement compensates for Saturday

morning work and the annual requirement for directed time is 1265 hours in line with the STPCD.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Plan and deliver lessons for all abilities.
- Monitor the progress of students in your classes and be prepared to provide evidence of both impact and progress.
- Liaise with the SEN department to ensure appropriate support is given to all students.
- Be willing to share teaching strategies and resources and deliver CPD within the department/College.
- Contribute to the wider academy community.
- Be a Tutor and play an active role in tutor activities.
- Participate in the staff performance management and appraisal process.
- Participate in, and where appropriate, contribute to the College's programme of Continuing Professional Development.
- Participate in, and contribute to, the wider Wymondham College boarding life.

### **Planning**

- Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.
- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment.
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.

### **Teaching**

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.

- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
- Use assessments of pupils' progress to inform future teaching.
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.

### Managing pupils

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

### HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	0.9% FTE
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days if this is not a contractual day, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

NOTE FOR WC: The annual salary for support roles will change each year depending on the days and weeks in the academic year.

The post-holder will be auto enrolled to join the Teachers pension scheme.

## **REMUNERATION**

### Salary Details:

- MPR minimum to UPR maximum dependent on experience.

A willingness to undertake boarding duties is a requirement in the first year. Additional Boarding Emoluments are paid to staff undertaking boarding duties. Non-Resident Boarding Tutors (NRBTs) are paid an hourly rate starting at £17.39 per hour (depending on service and experience) for duties as part of a team supervising a boarding house in the evening.

All payments are pensionable under the Teachers' Pension Scheme

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.