

# Teacher of Mathematics

Candidate Brief



Halliford  
School  
SHEPPERTON

***'Excellent in all areas' - ISI***







*Come as you are. Go as all you can be.*



# About the Role

We are seeking an enthusiastic, energetic, and motivational Teacher of Mathematics to deliver outstanding teaching from Key Stage 3 up to A Level. This is an exciting opportunity to join a well-established and resourced department who are passionate about inspiring the next generation of mathematicians. Candidates should be keen to support the co-curricular aspects of the school by taking a lead in the offering of clubs, competitions, seminars, trips, and visits. Applications are welcome from teachers at any stage in their careers.

The Mathematics department is currently staffed by 4 full time and 4 part time staff, who work closely together as a team. The department office is very collegial, ensuring free exchange of resources and ideas. Each teacher has their own, well-equipped classroom with interactive board. The department uses Smart notebook, OneNote, Sparx, Dr Frost Learning and is keen to embrace any technology that aids our pedagogy.

In Year 7, students at Halliford are taught Mathematics by one teacher (across 5 x 40-minute lessons per week) in equal ability groups. From Year 8, students are set and still taught by one teacher

(across 5 x 40-minute lessons per week). All students in Years 10 and 11 follow the Edexcel IGCSE higher tier Mathematics course. The top set in Year 10 have the opportunity to sit their IGCSE early and to then take the Level 2 AQA Further Mathematics course in Year 11. During all stages the department aims to develop students' problem-solving skills and love of the subject.

At A Level, Students study the Edexcel Mathematics specification. A Level classes benefit from 8 x 40-minute lessons per week (5 for Pure Mathematics and 3 for Applied Mathematics). The department also offers Further Mathematics at A Level.

Co-curricularly, students currently compete in the UKMT Mathematics challenges (JMC, IMC & SMC). The department also offers a range of mathematical activities during the Schools' co-curricular programme. We look forward to the successful candidate growing further opportunities for our students.



# Role Description

## Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly competitive and well above the maintained sector.

## Lines of Responsibility

The Teacher of Mathematics is directly responsible to the Head of Mathematics on curriculum matters and the relevant Head of House for pastoral issues.

## Key Responsibilities

The basic duties of a teacher are outlined in the Staff Handbook and include the role of form tutor. All members of staff are expected to contribute to the rich co-curricular life of the school.

## Teaching & Learning

- Teach Mathematics as required from Key Stage 3 to A Level.
- Plan high-quality lessons in accordance with the departmental Scheme of Work

- Take full account of students' prior levels of attainment and use this along with available academic data to inform planning
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all lessons and activities
- Set appropriate and challenging goals for all students
- Identify and work appropriately with those students with Special Educational Needs and Disabilities, Exceptional Performers and those with English as an Additional Language
- Organise and deliver Mathematics clinics / drop-in sessions, as required
- Communicate effectively with parents
- Set work when required for absent students and inform parents via Teams and My School Portal



## Assessment, Recording and Reporting

- Keep accurate and regular records of students' work
- Mark and return work set, including homework in line with the departmental and whole school policies and within an agreed and reasonable time
- Carry out assessment programmes as agreed by the Head of Department and Deputy Head Academic
- Complete detailed full written reports and grade cards in line with the whole school reporting schedule
- Attend parents' evening as required and keep parents regularly updated about their child's performance and targets.

## Co-Curricular & Whole School

- Take a full and active role in the co-curricular programme on offer at the School
- Prepare suitable classroom and departmental display material
- Organise and participate in educational visits, departmental events, School Open/ Marketing Days and Entrance Examination Day
- Participate twice a week as a member of the staff duty team

## Pastoral

- Undertake the duties of a form tutor within one of the school houses
- Develop positive working relationships and lines of communication with the members of your tutor group and their parents/ guardians
- Deliver the School's PSHE programme to your tutor group with the support of the Head of PSHE
- Ensure you deliver the very highest levels of Safeguarding and Child Protection at all times

## Performance Management and Professional Development

The teacher will be part of the School's Performance Management Scheme. They will be assigned an appraiser (usually the Head of Department) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

## Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Role Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Role Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.







# Subject Delivery

Essential

Desirable

Primary means  
of assessment

Have a good Honours Degree in Mathematics or Mathematics related degree e.g. Engineering



Application Form

Evidence of qualification to teach Mathematics to A Level



Application Form

Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies



Supporting Letter/  
Application Form

Have a good understanding of assessment and public examinations



Supporting Letter

Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School



Application Form

Have high expectations of students



Interview

Be able to communicate effectively with students age 11 - 18



Interview

Be able to communicate effectively with colleagues



Interview

Work well as part of a small and dedicated team



Interview

Have a good range of teaching strategies to foster excellence



Interview

Be able to effectively use data to help students achieve their full potential



Supporting Letter

Demonstrate knowledge of how to plan for effective learning with a range of teaching strategies



Interview

Ability to prioritise effectively



Interview

A professional approach, which inspires confidence in students and parents



Interview

Mark effectively and provide developmental feedback



Interview

Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning



Interview

Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students



Interview



# Whole School

Essential

Desirable

Primary means  
of assessment

Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times



Interview

Understanding Special Educational Needs and an ability to implement individual education plans as required to enable all students to successfully access the curriculum



Interview

The ability to deal effectively and sensitively with the needs of parents / guardians



Interview

A commitment and willingness to engage in the wider co-curricular life of the school



Supporting Letter/  
Interview

Ability to coach a team sport



Interview

A positive motivation to work with young people



Interview

Emotional resilience and a good sense of humour



Interview

# How to find us



**Halliford  
School**  
SHEPPERTON

Independent Senior Day School  
Boys 11-18 Years • Girls 16-18 Years

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