

ST MARY'S SCHOOL ASCOT

Job Description:

Teacher of Mathematics – Full Time or Part Time



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Teacher of Mathematics
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 380 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: www.st-marys-ascot.co.uk
4. **The Department.** Mathematics is a compulsory subject up to GCSE in Year 11 and from halfway through the first term in Year 7 it is taught in sets determined by ability. At A Level, pure mathematics, mechanics and statistics are offered. Each year a small number of girls take Further Mathematics. The Mathematics department consists of eight professional and dedicated members of staff all of whom are adept at using ICT including Promethean interactive white boards. Mathematics is a popular choice at A Level and the department feels this endorsement of the subject is wholly due to the enjoyment and satisfaction the girls feel at GCSE.
5. **The Appointment.** St Mary's School wishes to appoint a well qualified graduate of Mathematics for April 2020. The successful candidate will be required to teach throughout the school including A Level.

The responsibilities will include:

- teaching Mathematics up to A Level, including Further Mathematics
- carrying out assessments and reporting for the classes taught in line with school policy
- contributing to the running of the department and its future development
- taking on extra responsibilities within the department as required by the Head of Mathematics
- marking pupils work and providing appropriate feedback
- ensuring all deadlines are met
- writing reports for all pupils as required by the Academic Deputy Head

- attending relevant courses in the interests of staff development
- being prepared to cover for staff absence and carry out lunch time duties
- invigilating public examinations as and when required

Additional tasks:

The successful candidate will be expected to:

- promote Mathematics within the school
- accompanying pupils taking part in mathematical competitions in and out of school
- alongside all members of the department, provide extra help for pupils outside the classroom in the form of Mathematics clinics

6. Other Duties

- all members of staff are involved in co-curricular activities depending on interests and experience
- all full time staff are on duty on two weekends and two evenings a term (pro rata for part time staff)
- all members of staff attend relevant parent/staff meetings that take place on Friday afternoons
- all members of staff attend six full days of INSET per year at the beginning of term
- most members of staff can expect to take charge of or assist with a tutor group
- all members of staff attend the annual Open Day and any other out of school social function as required by the Headmistress.

7. Person Specification. The successful candidate will be a well qualified teacher of Mathematics to A Level. S/he must be able to work well within a team. S/he should be computer literate and be keen to make the maximum use of ICT within lessons. S/he will be someone with a real enthusiasm for this popular subject who is able to motivate and challenge our articulate and questioning girls. Our public examination results are very high so we are looking for a keen mathematician to build upon this success. We are looking for a person with vision, drive and sound judgement.

8. A Catholic School. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

9. Conditions.

Salary: Salary is paid according to the St Mary's scale.

Accommodation: The post is not residential and no accommodation is available.

10. **Applications.** A short letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by 28 January 2020 to: **Mrs Danuta Staunton, Headmistress, St Mary's School, Ascot SL5 9JF.** First interviews will be held on 3 February 2020. Second interviews and lesson observation to follow.