CLAYESMORE

Job Title: Teacher of Mathematics

Responsible to: Head of Department

All teachers at Clayesmore must have a genuine interest in and commitment to a holistic education. Academic work and good results are important, and we seek to recruit and develop excellent classroom teachers. However, the extra-curricular life is important too and all members of staff contribute significantly to this side of our work.

Our intake has a wide ability range – three offers from Oxford this year but also many students who find academic work difficult. A Clayesmore teacher must have a genuine interest in how to help all students do well, whatever their starting point.

The working week runs from 8.30am Monday until about 4.30pm on a Saturday.

The school is in session for approx. 195 days each year with a few more used for INSET. We work 21/22 Saturdays each year – other term time Saturdays fall on Exeats and Half-Terms. Currently, a full-time teacher teaches 28-30 35 minute lessons each week, contributes to the games programme and to LEX (the co-curricular programme). More details are listed below.

RESPONSIBILITIES AND DUTIES

Understand and successfully deliver all elements of the teachers standards.

The standards refer to "making a positive contribution to the wider life and ethos of the school". This means:

a. being a tutor and taking a benevolently rigorous interest in the progress of the tutor group
b. being a visiting tutor in a boarding house with one duty evening each week (5.45pm – 10.45pm);
c. coaching games, or supporting the programme in some other way;
d. contributing to LEX and the activities programme as required;
e. attending all major school events – these are listed in the staff handbook;
f. attending all events directly related to the life of the tutor group;
g. attending all parent-teacher meetings (for year groups taught or tutored);
h. doing staff duties one day each week and on up to 3 Sundays in the year;
i. carrying out any other reasonable duties given to them by the Head.

PERSON SPECIFICATION

Essential

- Be able to meet all the teachers standards
- Hold a relevant degree
- Be organised and self-motivated

- Be optimistic, forward-looking, and cheerful; enjoy being a team-player
- Be confident teaching a wide age and ability range
- Have experience in relevant extra-curricular activities and be keen to share this experience with pupils
- Have the social skills, confidence, resilience and initiative to contribute to and enjoy working in a busy boarding school.
- Have the confidence and self-awareness to seek advice when necessary

Desirable

- Recognised teacher qualification, such as PGCE, or equivalent experience
- Be a skilled user of IT to facilitate learning and assessment
- Be able to write English clearly and accurately
- Already have a knowledge of safeguarding requirements and good practice
- Be able to demonstrate a strong commitment to personal continuous professional development

Notes

- This job description is not necessarily a comprehensive definition of the post: it will be reviewed regularly and it may change at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- New staff are inducted, briefed and sometimes accompanied on all new duties.
- Heads of Academic Departments – please see list of additional responsibilities.

Date reviewed : **January 2023**
Reviewed by : **Deputy Head Academic**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.