



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

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

Role title:	Teacher of Mathematics (Parental Leave Cover)
Reporting to:	Head of Mathematics
Hours:	Four days per week – Parental Leave Cover, One term only
Summary of the role:	Required from September 2019, a well-qualified graduate mathematician to join a highly successful department consisting of nine full-time and two part-time mathematicians, to cover paternity leave. St. Edmund's is a flourishing and expanding school and we are therefore looking for someone with drive, ambition, and the ability to teach across the full age and ability range.
Main duties and responsibilities:	<ul style="list-style-type: none"> ● Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. ● To teach classes as allocated by the Head of Department, following College and departmental policies. ● To ensure that you meet the entitlement of all students to have access to a rigorous learning experience, which is differentiated to their needs. ● To ensure that assessment is an integral part of your everyday teaching and that you keep full records of work done, including evidence and students' self-assessments. ● To maintain standards of student behaviour and discipline within the classroom and elsewhere in school. ● To help to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment, particularly in the classroom. ● To contribute to the provision of student enrichment activities within the Mathematics Department. ● To maintain the structural and aesthetic appearance of your classroom(s), reporting all problems to the Head of Department. ● To encourage the students to develop personal qualities such as initiative, self-confidence and independence. ● To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's Code of Conduct. ● Undertake other duties of an appropriate level and nature as and when requested by the Headmaster. ● The post holder may be required to work outside of normal school hours on occasion with due notice.
Line management duties and responsibilities	<ul style="list-style-type: none"> ● You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and Head of Department.

- Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.