



BRUTON SCHOOL
FOR GIRLS

JOB DESCRIPTION: Teacher of Mathematics

Responsible to:	Head of Mathematics
Pay Range:	BSG Academic points 1-6 at an agreed percentage
Date of adoption:	30th January 2012

The post-holder will be expected to:

- Know and adhere to the systems and school policies defined in the staff handbook and in the departmental handbook
- Teach a timetable across the full age range in the Senior School and Sixth Form (and possibly Years 5 and 6 of the Prep School), following the department's agreed curriculum and scheme of work
- Include the use of ICT within the teaching of the subject, as and where appropriate
- Be responsible for the regular setting and marking of written work both in class and for preparation
- Follow the marking scheme of the department
- Keep full, up-to-date records of the attainment of all pupils taught, monitor their progress and take special action where necessary to ensure that standards are upheld
- Provide, if requested, subject-specific support for applicants to higher education
- Write reports and contribute to references on pupil attainment as required
- Take a full part in all departmental activities as required by the Head of Department, attend and contribute to departmental meetings, set and mark examination and test scripts
- Attend parents' evenings, staff meetings, prep and other duties, in-service training sessions and such school functions as required by the Headmaster
- Contribute to school and departmental clubs, societies and activities and share in the organisation of extra-curricular activities such as residential field courses, theatre trips, lectures and sports practices and fixtures which fall outside the school day and possibly at weekends, as required by the Head of Department and Headmaster
- Be responsible for the appearance and displays in one teaching room so that an attractive and stimulating atmosphere is maintained
- Undertake pastoral responsibilities, for example as a group tutor, as required by the Headmaster
- Participate constructively in the school's Staff Review and Development process

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact, will be to adhere to

and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must immediately report any concerns to the school's Child Protection Officer or to the Headmaster.

Terms of Appointment

In addition to the information provided in the accompanying documents, the following terms apply.

1. This is a salaried position; the post-holder will be expected to work such hours as shall be necessary properly to discharge his/her duties.
2. Remuneration will include contributory membership of the Teachers' Pension Scheme.
3. The post is subject to a two-term probationary period and thereafter notice of one term from either side.
4. As a full-time member of staff or a part-timer on a contract of at least 0.75, the post-holder will qualify for a staff school fee discount for any child enrolled at the school.
5. The school reserves the right to require the successful applicant to undergo a medical examination before appointment.

This job description represents duties required at the present time and will be subject to regular review and future change.