



Mathematics Teacher Job Description.

Post title: Mathematics Teacher

Contractual conditions: Duration of contract - 1 year (renewable), beginning February 2022.

Responsible to: Senior Leadership Team
Head of Mathematics

Line Manager: Head of Mathematics

Internal relationships: Head of Mathematics, Mathematics Teachers, Department of Mathematics and Form Teachers.

Description

San Silvestre is currently seeking a teacher of Mathematics who is passionate for the subject and can build positive teacher-student relationships. The teacher must be able to establish a learning culture that engages and supports the progress of all students. The candidate must also have the ability to plan and teach lessons in English.

This is a full-time teaching post beginning February 2022.

Roles and Responsibilities

Relationships

- Develop positive and appropriate relationships with the students.
- Establish and maintain high standards of classroom management required to achieve effective participation and learning.
- Work as an integral, collaborative, and proactive member of a teaching team – planning and sharing, honestly and respectfully with all members of the team.
- Communicate with parents in accordance with the school's policy and ethos.
- Prepare for and conduct formal parent-teacher conferences in accordance with the school calendar.
- Develop professional dialogue and constructive criticism from the line manager.
- Inform the Head of Department and/or the Senior Leadership Team about your work, progress, issues within the class; parent communication, concerns regarding children's development.
- Read and contribute to the staff and student notice boards and bulletins.

Curriculum (including Teaching and Learning)

- Maintain a thorough understanding of the curriculum policies and procedures of the School (including assessment, teaching & learning, and reporting policies)
- Meet regularly with the Head of Department and other grade-level subject teachers to collaboratively plan and review the curriculum.
- Plan, document and facilitate the learning of all students through the design of activities of appropriate challenge.

- Recognise and be aware of the needs of each individual learner in terms of level, language competence, and aptitude. Identify students who may need additional support. Implement adaptive teaching/differentiation, personalisation, and individualization where necessary.
- Plan effectively with the Learning Support Team to ensure maximum impact on student learning (where appropriate).
- Provide appropriate and varied whole class, group, and individual instruction which will engage, motivate and scaffold learning.
- Work with colleagues to develop and periodically review curriculum documentation, scope, and sequence documents in line with the school's standards and benchmarks.
- Contribute to the creation, modification, and organisation of learning materials.
- Create an effective, organised, and stimulating environment that is conducive to and celebrates learning.
- Plan and set a variety of homework that supports, extends, reinforces, and excites learning following the school's policy and the homework schedule.
- Plan, with the Head of department, relevant excursions and incursions to enhance and extend learning.
- Plan homework that is significant, interesting, and carefully adapted to the needs of pupils, respecting the homework timetable at all times.
- Mark, assess, evaluate and respond to students' work extensively and formatively.
- Assess, record, and report on the development, progress and attainment of pupils.
- Provide effective and timely feedback
- Provide frequent self-assessment and peer-assessment opportunities.
- Demonstrate high expectations and optimism about student progress and success.
- Utilise effective questioning techniques to assess and extend students' skills, knowledge and understanding.
- Facilitate online learning/hybrid learning where necessary, making full use of the school's technology to ensure an equitable experience for all students.

Professional development

- Participate in CPD (Continued Professional Development)
- Maintain awareness of new theories, practices, pedagogy and methodology in the teaching of Science
- Monitor, reflect and evaluate the effectiveness of the curriculum and your own teaching.

Student Care

- Manage pupil behaviour and maintain a safe learning environment.
- Monitor students' social and emotional wellbeing in the classroom and report any concerns to the Form teacher, SLT, and/or the designated safeguarding leads in a timely manner.
- To promote and safeguard the welfare of pupils in line with the school's child protection and health and safety policies.
- Ensure that the School's health and safety, earthquake evacuation, and all other policies pertaining to the students' welfare are followed.
- Ensure that the School's Child Protection policies are followed and established procedures used in a timely and confidential manner.

Administration

- Attend staff meetings, training and development sessions as directed by Heads of Department or a member of the SLT.
- Ensure that all administrative tasks are completed in a timely, effective, and efficient manner.
- Refer any serious concerns or complaints to your line manager and or the appropriate member of the SLT.

Technology

- Maintain a strong understanding of educational technology; use it to enhance teaching and learning.
- Be a proficient user of Google Workspace (Gmail, Classroom, Sheets, Slides etc).

Other Responsibilities

- Provide school reports in accordance with the school calendar.
- To fully participate in the school's target setting and appraisal system.
- Supervise students before school, at break times or after-school - following the duty roster.
- Provide one appropriate and engaging after school activity each week.
- Contribute towards school events and celebrations.
- Understand, embody, and be committed to the philosophy and ethos of the School.
- Represent the school positively in the School and wider community.
- Be willing to provide additional time outside of the standard working day for preparation, assessment, and attending school events.
- Be an excellent role model through being punctual, well prepared, and organized.
- Be prepared to take the role of Form Tutor if requested by the SLT.
- Carry out any other duties that may reasonably be required by the SLT.

Specific Responsibilities

- To teach Maths to IGCSE level (Cambridge syllabus) and possibly beyond (International Baccalaureate/Internal Program post-16 years).

Knowledge and Competencies Required

Essential

- A good Bachelors (or equivalent) degree in Mathematics or a subject related to Mathematics.
- Evidence of being, or having the potential to be, an excellent teacher.
- The ability to read, write and speak in English
- Clear and effective communication skills.
- Strong information technology skills, including familiarity with Google Workspace for Education; specifically Google Classroom.
- Ability to effectively manage one's own time, working unsupervised and using initiative.

Desirable

- Experience teaching Mathematics at IGCSE and/or the IB Diploma Programme level.
- Experience working with EAL pupils (English as an additional language)
- Google Educator Level 1 or Level 2 Certification.
- Experience in using Atlas Curriculum Management.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the headmistress in the light of those changing requirements and in consultation with the post holder. In any event the Headmistress/Head of Section reserves the right to review and amend the job description.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.

Please send your CV and letter of application written in English to applications@sansilvestre.edu.pe indicating *Mathematics Teacher* in the subject line.

*The deadline for application is **Sunday 28th November**
We reserve the right to appoint before the deadline.*

Dated: Monday 22nd November