

## **APPOINTMENT OF MATHEMATICS LEAD**

### **FOR THE PREPARATORY SCHOOL**

Applications are invited for this exciting post which will involve being responsible for leading mathematics across the 3-11 range and undertaking the duties of a Form Teacher at Yarm Preparatory School. This is a permanent role within the school.

The successful candidate will take on the role of a Form Teacher in Key Stage 1 or 2 and will be given extra non-contact time to focus on their Mathematics Lead role. All staff at Yarm are expected to support the rich variety of extra curricular activities and contribute fully to the life of this busy and successful school.

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

#### **THE POST**

All teachers are directly responsible to the Head of the Preparatory School. The role may also include other responsibilities as delegated by the Head of the Preparatory School. This Job Description may be altered to meet changing needs and will be reviewed with the post holder. It is indicative of the nature and level of responsibilities associated with the post.

This Job Description is not exhaustive and the Mathematics Lead should be prepared to be flexible in order to best meet the needs of the pupils and the School.

#### **OUTLINE JOB DESCRIPTION**

- Provide professional leadership and management for mathematics across the 3-11 age range in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners.
- Inspire and motivate through passionate commitment to Mathematics and demonstrate excellent subject knowledge
- Be aware of current, evidence informed best practice and developments in mathematics relevant to the Preparatory School
- Observe and support all teachers with their pedagogy and professional learning across the mathematics curriculum
- Recognise and support the ongoing development of policies, schemes of work, assessment procedures and attainment analysis
- Liaise with the Director of Teaching and Learning and other Subject Leaders at the Prep School, as well as Head of Mathematics Department at Yarm Senior School.
- Communicate a clear vision for mathematics across the school linked to the SDP and annually update, monitor and review the mathematics subject development plan

- Collaborate with colleagues in the Mathematics Curriculum Team, to lead the monitoring of the teaching and learning of mathematics in the school to ensure good progression for all pupils.
- Liaise with the Learning Skills Coordinator and colleagues to ensure the needs of all pupils are planned and differentiated for appropriately
- Be responsible for auditing, ordering, distribution, provision and maintenance of mathematical resources
- Establish and maintain links with local companies, schools and organisations that can help enrich maths.
- Promote positive learning attitudes in the classroom, encouraging respect, tolerance, co-operation and courtesy at all times.
- Record, monitor and report on pupil progress, achievement and effort according to school policies, including the writing of academic reports.
- Take an active part in the school's Professional Learning process and be responsible for their own development.
- Attend staff, INSET and subject team meetings to help ensure continuity and progression.
- Support school events e.g. Open Mornings, school functions, Parents' Evenings, residential trips and fulfil duties including dining hall supervision, playground supervision, cover lessons and supervision of pupils as requested.
- Ensure the pastoral care of the children is of the highest standard liaising with colleagues and parents to maximise academic and social development.
- Make effective use of CPOMS to assist in the pastoral care of the children
- To be a staff member of a House and assist in the smooth running of House events.
- Ensure that there is a safe working and learning environment in which risks are properly assessed and minimised (refer to the Staff Handbook and departmental risk assessments).
- Promote the school's reputation through positive and professional conduct in the wider community at all times.
- Support the Holiday School programme as and when it runs.

### **ESSENTIAL REQUIREMENTS**

- A positive outlook with the ability to drive change and solve problems
- Outstanding classroom practitioner with broad range of professional experience
- A good degree in a relevant subject
- PGCE or equivalent in Primary Education
- Excellent IT skills in the classroom
- Ability to add value to the extra-curricular side of school life
- Excellent team member
- Understanding of the ethos of the Prep School
- Evidence of a breadth of personal interests

### **DESIRABLE REQUIREMENTS/ATTRIBUTES**

- Subject coordination / subject lead experience
- Evidence of further professional development
- KS1 and KS2 experience
- Ability to teach a variety of sports
- D1 category driving licence or a willingness to undertake the training and take the driving test.

## **CONTRACTUAL MATTERS**

- A. The post is open to teachers who are university graduates or equivalent and who have an appropriate teaching qualification.
- B. The successful candidate will be expected to take up appointment on 30<sup>th</sup> August 2022.
- C. Yarm School has its own competitive salary scale. The salary will be commensurate with the responsibilities of the appointment and the qualifications and experience of the successful candidate; it will be reviewed annually.
- D. Yarm School is committed to safeguarding the welfare of its pupils. This post, like all others in the School, will be subject to an enhanced DBS and other vetting checks including satisfactory references from the previous employer and another appropriate referee. Confirmation of the appointment will be subject to satisfactory completion of a medical questionnaire once the post has been offered.
- E. The successful candidate will automatically be enrolled in the Teachers' Pension Scheme.

## **CRIMINAL RECORDS CHECK**

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. Preparatory School teachers are also required to undergo, *inter alia*, a 'Disqualification from childcare' check and a prohibition check. A criminal record will not necessarily be a bar to working in the School. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is pupil-facing and therefore involves substantial opportunity for access to children. On this basis, it is exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

Applicants who are invited to interview will be asked to provide details of any criminal record under separate, confidential cover to the Head of the Preparatory School before attending the interview.

## **APPOINTMENT PROCEDURE**

Interested applicants are encouraged to visit the school or make an appointment to discuss the position via telephone. Applications will only be accepted on the application form provided by the School, which should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

## **TIMETABLE**

All applications will be considered on receipt and must be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, **as soon as possible and no later than 9am on Friday, 18th March, 2022**

**e-mail: [sri@yarmschool.org](mailto:sri@yarmschool.org)**

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Further information about the School, together with an application form and job description, can be found on our website on [www.yarmschool.org](http://www.yarmschool.org) under “vacancies”. Please e-mail if you have any difficulties or queries.