



## Solefield School

# Job Description & Person Specification Maths & English Teacher

### Objective

The role of Maths & English Teacher will be responsible to the Headmistress. The following gives a broad outline of the main requirements of the post:

- Being a class teacher responsible for all areas of the relevant curricula.
- Planning, preparing and presenting lessons and homework that cater for the needs of the whole ability range within each class in accordance with school policy.
- Ensuring the effective and efficient deployment of classroom support, if present.
- Challenging the school's more able pupils.
- Liaising with our Head of Learning Development.
- Being a Form Teacher when required and being responsible for the pastoral care of pupils in the form.
- Preparing, marking and displaying work to facilitate positive pupil development.
- Meeting requirements for the assessment and recording of pupils' development.
- Showing good practice with regard to punctuality, behaviour, standards of work and homework.
- Knowledge of entrance test, including Kent Selection Tests (11+) and senior school tests in Verbal and Non-Verbal Reasoning, Mathematics and English.
- Working with scholars to help them prepare for scholarship exams, where appropriate
- Providing feedback to parents on pupils' progress at parents' evenings and other (often less formal) meetings.
- Staying up to date with changes and developments in the structure of the curriculum as directed by the school / external organisations
- Carrying out duties assigned and covering lessons as necessary.
- Liaising with colleagues and working flexibly.
- Leading assemblies when needed.
- Taking part in school events that may be run at weekends or evenings, such as Prize Giving, Carol Service, Open Events.

Also:

- To attend INSET, twilight and staff meetings as required / appropriate.
- To run a club(s) to support the extra-curricular provision of the school
- Undertake any other tasks or duties that the Headmistress may reasonably assign.

Person Specification:

- A caring, professional, enthusiastic, versatile, team player
- Excellent communication skills with pupils, colleagues and parents
- A confident, warm and welcoming manner
- Ability to support up to 11+ and 13+ scholarship level
- Experience in a similar setting would be an advantage, but not essential, in addition to appropriate qualifications

This job description is subject to review in line with the developing needs of the school.

This job description is subject to review in line with the developing needs of the school.

Solefield 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 will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

- General welfare and care
- Break duties

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children. (new?)

Helen McClure, Headmistress  
April 2024