



Reporting

Assistant Head Academic

Job Purpose

This post is as a teacher of Mathematics (to Years 5,6,7,8 & 9). Working alongside the Assistant Head (Academic) and other maths practitioners, the role will involve teaching maths in addition to fulfilling the responsibilities of a prep school teacher in terms of general duties and participation in School life. The School is very well equipped, and you will need to work closely with the other teachers and being a “team player” is an essential personal attribute necessary for this role.

The post is a full-time position, for three terms (1 calendar year), with the successful candidate being able to take up the role from **4th January 2022**. A later start towards the end of January can be discussed given specific circumstances.

Key Tasks will include the following:

- Teach effectively and ensure the discipline and safety of assigned timetabled classes and groups meet the varied and special educational needs of pupils.
- Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the school curricular policies and school planning policies.
- Maintain records of pupils' progress in accordance with department policies and planning.
- Promote the general progress and welfare of pupils in classes or groups or individually as part of the school's pastoral arrangements.
- Provide or contribute to oral or written assessments and report on individual pupils and groups, consult and inform parents, co-operate in accordance with school policies and planning.
- Ensure the safety and good order of pupils by carrying out an appropriate share of supervision whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
- Undertake an appropriate share of all collective responsibilities including substitution for an absent colleague.
- Undertake any reasonable task/request that the Headmaster or his deputies request.

Person Specification

- A person suitable for working with children.
- A qualified Mathematics teacher – this post would suit an experienced teacher.
- Ideally, experience in KS2 and KS3 teaching of mathematics
- Experience in both primary and secondary environments an advantage
- An ability to communicate effectively with children, parents and staff.
- Strong values and professionalism in terms of personal conduct.
- Good ICT skills and familiarity with using a range of applications.
- Enthusiasm and willingness to contribute to the life of a busy prep school.
- A sense of humour and the ability to work as part of a team.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS)

Procedure for application

Applications should be made using the application form available together with a handwritten covering letter and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by **Friday 15th October** after which references may be taken for those candidates considered.

Should you wish to discuss the role in more depth, please do make contact with the school and the Headmaster will be happy to talk you through the position in more detail. A tour of the school with the current post-holder may also potentially be arranged.

Interviews will be held by appointment with the Headmaster and will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work on **Tuesday 4th January 2022** and this will involve a hand-over period of at least a week.