

# Information for Prospective Candidates

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School



**JANUARY 09 2025**

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**Gildredge House**

**Position: Teacher of Humanities & Mathematics**

**Contract: Maternity Cover – Full-time**

**Starting date: From 24 February 2025**

**Deadline: Please see closing date on the website**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Teacher of Humanities & Mathematics (Maternity cover). We hope this pack is informative and useful but if you require any additional information or have questions, visits to the school or phone calls with the Head of Secondary are most welcome. Alternatively, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

- CLOSING DATE:** Please see website for closing date
- START DATE:** From 24 February 2025
- INTERVIEWS:** In the week following the closing date
- HOURS OF WORK:** Full Time, Maternity Cover temporary contract
- SALARY RANGE:** Gildredge House Main Pay Range points M1-UPR3 (£31,650 - £49,084 in 2024-25)

- Can you inspire young people through your own fascination with the Humanities subjects: Geography, Sociology, History and Religious Education?
- Are you experienced in teaching Mathematics?
- Do you possess high emotional intelligence that builds lasting professional relationships?
- Are you a team player ready to tackle the educational challenges of the future?

If the answer to these questions is 'yes', then Gildredge House wants to hear from you.

This is an excellent opportunity to join our school. We are looking to appoint an exceptional candidate to the position of Teacher of Humanities & Mathematics (Maternity Cover) for our all-through free school.

Teachers in the early stage of their career would benefit from the wealth of experience and talent amongst the teachers in Humanities & Mathematics, which are amongst the core departments of our school. QTS is required and ECTs are welcome to apply and would be supported by a supportive and experienced mentor

**Gildredge House is right for you if:**

- You are interested in working at the leading edge of education
- You are an imaginative and dynamic practitioner with a passion for teaching Humanities & Mathematics
- You have the capability of engaging and enthusing all students and you believe that everyone can succeed.

**Gildredge House offers:**

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards

- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking
- Membership of the TPS (teachers) pension scheme

Our school motto: '**Aspire**'

If you are interested in the position please download the Application Pack on our website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on the closing date

If you wish to discuss the post further or visit the school, please contact HR by emailing [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) or telephone: 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

### **Teacher of Secondary Humanities & Mathematics: Job Description**

#### **Post**

- Teacher of Humanities & Mathematics in the secondary age range

#### **Purpose of the Job**

- To teach students within the school at secondary age range and to carry out such other associated duties as are reasonably assigned by the Executive Head Teacher and Head of Secondary.

## Functional Relationships

- The post-holder is responsible to the Executive Head Teacher and Head of Secondary in all matters, and to the Head of Department in respect of day-to-day curricular matters. The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

## Responsibilities

The particular responsibilities attaching to the post of Teacher of Humanities Mathematics in the secondary age range are as follows:

### Curriculum:

- To plan and prepare courses.
- To continuously review teaching methods, schemes of work and resources as necessary.
- To advise and co-operate with the line-manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### Teaching:

- To teach, according to their educational needs, students assigned in the allocated classes
- To teach the students assigned to the teacher (according to their educational needs) and to set and mark work to be carried out by the students, in school or elsewhere.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To implement whole school academic policies.
- To maintain high levels of student behaviour for learning, in accordance with the rules and disciplinary systems of the school, and of the Department.
- To control and oversee the use and storage of all resources provided for class use, including books
- To contribute to Department meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the school as a whole, in seeking to achieve school aims and targets
- To promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010

## Activities related to teaching

- To promote the general progress and well-being of individual students and of any class or group of students assigned to the teacher.
- To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- To make records of, and reports on, the personal and social needs of students.
- To communicate and consult with the parents of students.

- To communicate and co-operate with persons or bodies outside the school.
- To attend and present reports at Governors' meetings if required.
- To participate in meetings arranged for any of the purposes described above.

#### **Review: further training and professional development**

- To review methods of teaching and programmes of work; and
- To participate in any arrangement within an agreed national framework for the performance management of performance and that of other teachers.
- To participate in arrangements for further training and professional development as a teacher.

#### **Educational methods**

- To advise and co-operate with the Head of Secondary and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

#### **Discipline, health and safety**

- To maintain good order and discipline among the students and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **Staff meetings**

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

#### **Covering for absent colleagues**

- To rarely supervise / teach any students whose teacher is not available.

#### **Public examinations**

- To participate in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations.
- To record and report such assessments; and
- To participate in arrangements for students' presentation for, and supervision during, such examinations.

#### **Whole School**

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are expected to contribute to the extra-curricular life of the school by offering an activity or participating in the supervision of student preparation.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher or Head of Secondary from time to time.

## Teacher of Secondary Humanities & Mathematics: Person Specification

### Qualifications

#### Essential

- Honours degree in an appropriate subject area from a recognised university
- QTS

#### Desirable

- Masters, higher degree

### Experience

#### Essential

- Experience of teaching Humanities & Mathematics in the Secondary Phase.

#### Desirable

- Experience of Primary Phase Mathematics
- Successful experience in a position of responsibility

### Knowledge and understanding

#### Essential

- An understanding of how to teach for conceptual understanding in Mathematics
- Theory and practice of providing effectively for the individual needs of all children (e.g.classroom organisation and learning strategies) including teaching and learning styles
- Knowledge and understanding across Humanities subjects
- Assessment, recording and reporting of students' progress including AfL
- Awareness of Equal Opportunities, Health & Safety, SEN and Safeguarding issues

#### Desirable

- Knowledge of STEM and/or UKMT Maths Challenge activities

### Skills

#### Essential

- To promote the school's aims positively and use effective strategies to teach, assess, and monitor / evaluate their professional practice
- To develop appropriate and effective teacher-student relationships
- To establish and develop working relationships with teachers, parents, governors and the community
- To communicate effectively (both orally and in writing) to a variety of stakeholders
- To create and maintain a stimulating learning environment
- To identify students who need support or intervention and plan effective strategies for them to raise achievement.

#### Desirable

- Proven leadership and responsibility
- High level ICT in education skills
- Ability and experience in teaching a subsidiary subject

### Personal Attributes

## Essential

- Flexibility and adaptability in terms of new ideas and approaches
- Enthusiasm for their subject area(s) and for teaching in the secondary phase
- Willingness to organise and contribute to extra-curricular activities
- Strong commitment to the values and ethos of Gildredge House

## Desirable

- Ambition and potential for further promotion

*“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”*

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is **indicated on the website**. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/our-school/vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by the deadline.

**We look forward to hearing from you.**