

Queen Margaret's, York

Queen Margaret's is an independent boarding and day school for girls aged 11-18, located in a fabulous parkland setting in Escrick Park, six miles south of York. Established in 1901, the school is proud of its traditions, whilst being forward thinking.

Ethos of the School

Queen Margaret's exists to provide a holistic education, underpinned by warm-hearted pastoral care, inspiring every girl to develop and flourish in a safe and happy boarding environment, empowering her to achieve her life, academic and career aspirations. A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

Part-time Teacher of Mathematics

Because of a COVID inspired decision on behalf of a valued member of staff to return to her homeland a dynamic and inspirational part-time Teacher of Mathematics is required from January 2021. The contractual hours of work will be 40% of a full time table (9 hours teaching) but this can be the subject of annual variation of up to 25% plus or minus variation depending on the needs of the school.

At Queen Margaret's in years I to II Girls follow a broad curriculum, which becomes more focused in Year III as they are guided to a balanced range of subjects for GCSE study. Departments go beyond the National Curriculum and tailor their course to the needs and abilities of the girls in ways that stimulate, challenge and excite young minds. . The department is committed, confident and proud of its achievements, but also flexible and keen to improve further. Any new member of the department can be sure of friendly and effective support from all members of the team.

Mathematics is one of the most popular disciplines at Advanced Level at QM with between a third and a half of the Sixth Form electing to take the course.

Teacher: Job Description

1. Appointment

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

2. Line Management

The Teacher reports to the appropriate Head of Department on all matters. The Teacher may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or club.

3. Teaching

A full time teacher is expected to teach approximately 22 hours each week. A teacher is required to participate in a rota of cover for absent colleagues and to aim to cover departmental lessons from within the department as far as is possible and if appropriate. A part-time teacher may be required to work up to 25% more or less than the workload agreed at the time of appointment to meet the needs of the School as they arise from year to year.

4. Outside the classroom

The teacher is expected to make a significant contribution to the extra-curricular life of the School and to carry out duties in line with the School's policy in this regard – this currently involves a full-time teacher in the delivery of circa seven duties in an academic year. Such duties might include supervising Private Study, assisting with the running of a House by attending events and dinners, running clubs, organising travel plans or escorting girls to the station.

5. Committees

The Teacher shall attend regular Department Meetings and represent the department from time to time on school committees. He/She should also attend Staff Briefing and Staff Meetings.

6. Assembly and Chapel

The Teacher shall be present, wherever possible, at all full school gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

7. Plan of Day, Diary and Bulletin

The Teacher shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin up-dates.

8. Professional Development and Review

The Teacher shall participate fully in the school's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

9. Parents' Meetings

The Teacher shall attend Parents' Meetings, as required by the Head of Department.

10. Mentoring

The Teacher will be allocated a Mentor (another member of teaching staff) with whom he/she should aim to meet regularly to discuss their work and role within the School. The Director of Studies will also be available to listen to concerns and be ready to give active and/or moral support.

11. Parental Contacts

The Teacher shall write reports for girls, as instructed by the Head of Department, following school and departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

12. Rewards and Sanctions

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the School Policy.

13. Conduct

The Teacher shall be aware of and adhere to the School's Staff Code of Conduct.

14. Marketing

The Teacher, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Teacher will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

15. Inspection

The Teacher shall be prepared for inspection, either by the Deputy Head (Academic) or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans & documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

16. Tutorial System

The Teacher shall be allocated a number of tutees, with whom they should meet each week. The Teacher shall keep records of the tutorials and attend Year Group meetings with other Tutors, as requested by the Senior Tutor (see 'Tutor: Job Description' at the end of this Job Description for further details).

17. Request for Absence

The Teacher shall make any request for absence during term time through the electronic absence form on the VLE. This is automatically sent to the Deputy Head (Academic), who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

If you are unable to come into school due to illness or other reason please email staffabsence@queenmargarets.com before 8am on the day of absence outlining the reason for absence with the cover work provided, where possible.

18. Salary and Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme or such other scheme as the School may operate from time to time.

19. Meals

Food and refreshments are provided during term time during the hours of duties when girls are in School.

20. School Fees Remission

An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

21. General Duties

The Teacher should have an interest in and willingness to support all School activities and should be available to listen to girls and to deal promptly with concerns and difficulties.

22. Safeguarding and Child Protection

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding policies and procedures at all times. Staff members must be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to the DSL or DDSL as appropriate.

23. Health and Safety

All staff at Queen Margaret’s are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others’ Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School’s internal ticketing system on the VLE.

24. Equality and diversity

Staff at Queen Margaret’s are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

25. Promoting British Values

Queen Margaret’s recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

26. Data Protection

All staff at Queen Margaret’s have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret’s Privacy Policy.

27. Policy awareness

All staff are required to be aware of the School’s policies and procedures from time to time which are set out in detail in the Red Book on the VLE.

28. Notice

The Teacher is required to provide 1 full term’s notice to terminate his/her employment.

Person Specification: Teacher of Mathematics

Qualifications	A good degree in a Mathematics related subject	Essential
	A PGCE	Desirable
Qualities	A creative, inspirational and enthusiastic Teacher	Essential
	A genuine desire to develop girls to their fullest potential	Essential
	Demonstrably self-reliant, resilient and adaptable.	Essential
	Evidence of the ability and willingness to contribute outside the classroom	Essential
	Willingness to commit to and foster the values and ethos of the School	Essential
Skills, Knowledge and Experience	The ability to plan and deliver outstanding, exciting and innovative lessons	Essential
	Recent experience of teaching Mathematics at KS3 and KS4	Essential
	Recent experience of teaching Mathematics at KS5	Desirable
	Excellent and up to date subject knowledge	Essential
	High levels of competence in the use of ICT for teaching and administration	Desirable
	A commitment to safeguarding and promoting the welfare of children	Essential

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

1. The appointee will receive a salary following the school's own pay structure for their role as Teacher of Mathematics, paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable. All academic staff (whether full or part-time) are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls.
2. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) pro rata which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Deputy Head (Academic), including attendance at Training Days and Results Days, as required, you will not normally be required to work during normal school holidays.
3. This is a part-time role and the appointee will be expected to work during all term time, which may include some Bank Holidays; no work outside QM should be undertaken without permission of the Head.
4. The appointee is required to give the school notice of his/her intention to leave this post as set out in the Teacher job description.
5. The appointment will be subject to a probationary period of one term which may be the subject to review and extension. The school is required to give the appointee one month's notice to terminate the appointment during the first term of the appointee's employment or up to the end of the probationary period, whichever is the later, and one term's notice thereafter.
6. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 09:00 – 12:00 (Saturday). Clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times.
7. The School operates sick pay and family leave policies full details of which are available in the Red Book
8. Smoking is not allowed in any of the School buildings or on the School site.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Appointment Process

All applicants must complete the school's official application form (electronically or by hand), providing a full career history and names and contact details for two referees. This should be accompanied by a letter of application addressed to the Head

Queen Margaret's School
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