

# Rutlish School



## Mathematics Teacher Third in Charge of Department

### Job Information Pack



*Deadline: 10am on Wednesday, 1<sup>st</sup> May2024*



# RUTLISH SCHOOL

Watery Lane, Merton, SW20 9AD  
Telephone: 020 8542 1212  
Headteacher: Ms L. Howarth

## Maths Teacher – Third in Charge of Department

**Salary:** Inner London Pay Spine  
**TLR:** 2C £3,213  
**Proposed Start Date:** September 2024  
**Contract:** Permanent

Are you looking to accept your next challenge? Would you thrive in an **outstanding school** where staff work with colleagues in making a real difference to the lives of young people? If so, Rutlish School has an exciting opportunity in its' Maths Department for an enthusiastic teacher who has a genuine passion for the subject and enjoys working as part of a highly effective team.

What we can offer:

- Experience of working in an “Outstanding” oversubscribed school: In April 2017, Ofsted rated Rutlish as “Outstanding”. In April 2022 Ofsted carried out a Section 8 inspection and confirmed there has been no change to the overall judgement of outstanding. In 2019 Rutlish was ranked as the top non-selective State funded boys’ school in England, based on the progress students made between KS2 and KS4. In addition, our Sixth Form students were ranked in the top twenty for non-selective State funded boys’ schools in England.
- Despite being set in a conservation area close to Wimbledon town centre, we have excellent transport links, with; London Underground, British Rail, bus routes and the tram close by. There is also ample on-site free parking for staff coming by car.
- Other benefits of working for Merton include; membership of the Local Government Pension Scheme, access to the Employee Assistance Programme for you and your family, discounted membership to Merton leisure centres, employee discounts on a range of leisure activities, from days out to magazine subscriptions, as well as hair and beauty treatments, courses at Merton Adult Education, entertainment events and discounts at local restaurants. You could also benefit from Merton’s cycle-to-work scheme and have free membership to the Old Rutlishians Association who have events such as live acoustic nights and comedy nights.
- The benefit of regular CPD.

If you have a commitment to achieving high standards and would like to join our dynamic team, then we look forward to receiving your application. A Job Information Pack and application form can be found on the school website [www.rutlish.merton.sch.uk](http://www.rutlish.merton.sch.uk) Completed application forms should be sent to [jobs@rutlish.merton.sch.uk](mailto:jobs@rutlish.merton.sch.uk) by **10.00am on Wednesday, 1<sup>st</sup> May 2024**

**No Agencies or CVs please as these will not be considered for shortlisting**

*We are committed to safeguarding and promoting the welfare of children therefore all applicants are required to undertake an Enhanced Disclosure & Barring Service check. We fully support the London Borough of Merton’s Equal Opportunities Policy.*

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# Rutlish School

## Job Description



**Post:** Maths Teacher – Third in Charge of Department

**Responsible to:** Head of Department

**Responsible for:** Progress of students. Raising achievement within the department. Key Stage 5 Mathematics Courses (Student Services Manager, Years 12 and 13)

**Responsibility Allowance:** TLR 2C

The key tasks of all teachers is to deliver high quality teaching and learning in the classroom, ensuring good quality planning, marking and record keeping. All teachers are tutors.

The successful candidate will be expected:

- To teach Maths at KS3, KS4 and KS5, carrying out the professional duties of a school teacher in accordance with the current provisions of the Conditions of Employment of School Teachers.
- To effectively plan and deliver lessons in accordance with the Department's Scheme of Work and National Curriculum requirements.
- To regularly assess and record students' performance, reporting to the Head of Department and to parents as required, and advising on examination entries as appropriate.
- To contribute to departmental and whole school development, participating in departmental and staff meetings as appropriate.
- To undertake a share in the corporate responsibility for the wellbeing and student behaviour management.
- To undertake whole school duties on a rota basis, such as break-time supervision as directed.
- To participate in the performance management system.
- To implement school policies.
- To be prepared to undertake continuing professional development.
- To undertake duties as a tutor, including keeping an accurate attendance register, ensuring proper records are kept and attending to the welfare and guidance needs of the tutor group.
- To meet with parents on a regular basis in order to discuss the progress of students taught, and the progress of students in the tutor group.
- Shows a personal commitment to safeguarding and promoting the welfare of children and young people.

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The expectations of holders of TLR2c posts are made clear on the generic TLR job profile which should be read in conjunction with this subject specific job description.

The key task of all teachers is to actively contribute to making Rutlish a healthy, safe, enjoyable and achieving school in which students are enabled to make a positive contribution and are prepared to achieve later economic well-being.

Key to succeeding in this is that all teachers are required to develop positive professional relationships with staff and students, contribute to establishing and maintaining high standards within and beyond the classroom and to deliver high quality teaching and learning, ensuring good quality planning, (long, medium and short-term), marking and record keeping.

### **Specific Responsibilities**

- Oversee the delivery of KS5 Mathematics provision and progress of all KS5 students; including SEND and disadvantaged
- Ensure relevant resources and Schemes of Work are in place that enable a successful curriculum to be delivered
- Organise support where appropriate for both students and staff
- Monitor the delivery through learning walks, lessons observations and work reviews
- Evaluate effectiveness
- Liaise with the HOD and other post holders in Maths
- In conjunction with the HOD, analyse department test results and implement appropriate intervention where necessary
- Organising the writing of assessments and examinations for KS5
- Checking of KS5 reports
- Ensuring data of KS5 students is input and verified
- Analysis of data and attendance at RAM meetings
- Lead departmental meetings when appropriate and provide training
- NQT and student mentoring
- Conduct performance management as an appraiser
- Undertake any reasonable duties as directed by the Head of Mathematics
- Responsible for resourcing and electronic sourcing for KS5

### **Person Specification**

- To be a fully qualified teacher of Mathematics with suitable years of experience especially in the teaching of KS5 courses
- To have successfully taught pupils in the secondary age range
- To be familiar with the organisation of specific time-limited programmes
- To have experience in the development of individualised programmes of learning
- Have a track record of making good progress with all pupils,
- Proven record of effective time management and ability to meet deadlines.
- Ability to work effectively and manage team member