



# Marymount

LONDON

## *Candidate Information Pack*

### *Teacher of Mathematics*



Marymount London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charm of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent and creative thought among subjects.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.



Marymount London is seeking a dynamic, creative, and committed Mathematics specialist to teach IB MYP & DP Mathematics starting in January 2022.

Experience of teaching the International Baccalaureate Program is advantageous, but not essential. Knowledge of inquiry-driven and concept-based pedagogical approaches is desirable. NQTs are welcome to apply.

The Mathematics Department comprises three full-time teachers, one of whom is the Department Chair, and two part-time teachers. Classes in MYP 1, 2 & 3 are mixed ability, after which students are grouped into either the Standard Mathematics class or the Advanced Mathematics class. Typical class sizes range between 12 and 15 students per class.

### **SUBJECT-RELATED RESPONSIBILITIES**

1. To work collaboratively with departmental colleagues to develop and deliver the IB Diploma and IB MYP Mathematics curriculum to students in Grades 6 to 12 (Years 7 to 13).
2. To understand and embed IB 'Approaches to Learning' in all aspects of the Mathematics curriculum.
3. To promote mathematical thinking within Mathematics and the wider school curriculum.
4. To work collaboratively with the STEAM coordinator and other members of faculty to identify and support meaningful interdisciplinary links with other subjects.

5. To differentiate instruction to meet students' learning needs and styles.
6. To participate in ongoing subject-specific professional development so as to keep abreast of developments within mathematics teaching, to explore and develop further personal interests and specialisms, and to deepen knowledge and understanding of pedagogical approaches.
7. To create a stimulating learning environment based on understanding and respect that engages students in reflecting on how, what and why they are learning.
8. To support the Chair of Mathematics with the planning and management of displays of work, Open Day presentations and other subject and whole-school related activities.
9. To support the extra-curricular life of the Mathematics Department, through weekly clubs and activities, class trips and outings etc.
10. To be open to learning new skills and techniques that will complement and enhance the Mathematics curriculum.
11. To promote, model and teach the attributes of the IB Learner Profile.

### **GENERIC TEACHER JOB DESCRIPTION**

Marymount International School London is an independent Catholic day and boarding school for girls ages 11-18. An International Baccalaureate (IB) World School, Marymount offers the IB Middle Years and Diploma Programmes.

#### **Teachers Report to**

The Deputy Head via Department Chair

#### **Purpose**

This post is required to fulfil all the requirements of this Generic Teacher Role Description and the specific features of the individual Person Specification for each post.

### **GENERAL FACULTY RESPONSIBILITIES**

A Marymount faculty member is dedicated to educating the "whole child". They are aware of the individual needs of each student and strives to help each student develop her full potential. They work with students both inside and outside the classroom and are committed to active involvement in the total

school programme. They co-operate with colleagues to ensure a fully integrated curriculum and regularly participates in activities directed towards their own professional development.

A Marymount faculty member is always available to students, colleagues and administration during the entire school day. In the time other than that scheduled for lunch and a daily preparation period, a teacher may be assigned activities such as supervision, tutorial, class coverage, etc. by the Headmistress/Deputy Head.

### **Professional Duties**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

#### **B1.1 Teaching**

- B1.1.1 planning and preparing courses and lessons;
- B1.1.2 teaching and tutoring, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in the School and elsewhere;
- B1.1.3 assessing, recording and reporting on the development, progress and attainment of students.

#### **B1.2 Other Activities**

- B1.2.1 to lead an advisor group;
- B1.2.2 promoting the general progress and well-being of individual students and any class or group of students assigned to him/her;
- B1.2.3 providing guidance and advice to students on educational and social matters; making relevant records and reports;
- B1.2.4 making records of and reports on the personal and social needs of students;
- B1.2.5 communicating and consulting with the parents/guardians of students;
- B1.2.6 communicating and co-operating with persons or bodies outside the School;
- B1.2.7 participating in meetings arranged for any of the purposes described above (except where absence from such meetings is expressly agreed with the Headmistress);

- B.1.2.8 supervising and organising extra-curricular activities such as: a club, homeroom, activity, school trips (day and overnight), school dance etc;
- B1.2.9 supervising students' work at weekends or evenings in the role of visiting tutor assigned to a boarding house;
- B1.2.10 supervising, organising and chaperoning trips and other educational excursions (may involve weekend working);
- B1.2.11 contributing in any other means appropriate to the life of the School as a boarding school

### **B1.3 Assessments and Reports**

providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

### **B1.4 Appraisal**

participating in any arrangements for the appraisal of their performance and that of other teachers.

### **B1.5 Review: Further Training and Development**

- B1.5.1 reviewing from time to time his/her methods of teaching and programmes of work;
- B1.5.2 participating in arrangements for their further training and professional development as a teacher.

### **B1.6 Educational Methods**

advising and co-operating with the Headmistress and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **B1.7 Discipline, Health and Safety**

maintaining good order and discipline among the students and safeguarding 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.

### **B1.8 Staff Meetings**

participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements (except where absence from such meetings is expressly agreed with the Headmistress).

## **B1.9 Cover**

supervising and, so far as is practicable, teaching any students whose teacher is not available to teach them.

## *The Person*

### *Ethos and Whole School Values*

#### **Essential**

- Committed to Marymount as a school with high academic standing providing a holistic education and outstanding pastoral care
- Committed to the RSHM values
- An individual with a genuine commitment to the wellbeing of the students in their care
- Committed to operating as part of the School community

### *Qualifications, Skills and Experience*

#### **Essential**

- Degree or equivalent qualification
- Teaching qualification (QTS or equivalent)
- Demonstrate a commitment and enthusiasm for teaching
- Strong IT skills
- Fluent in both verbal and written English

#### **Desirable**

- International Baccalaureate curriculum experience

### *Safeguarding and Pastoral*

#### **Essential**

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.

## *How to apply*

To apply candidates should complete the school application form and e-mail it together with a covering letter (both as PDF files please) to Mrs. Rebecca Macefield at [hr@marymountlondon.com](mailto:hr@marymountlondon.com). Mrs. Macefield can also be reached by calling the Business Office on 020 8949 0571.

Please address your letter to Mrs. Margaret Giblin, Headmistress, Marymount International School, London.

**Closing date for applications:** Monday 1<sup>st</sup> November 2021

**Interviews at school:** Week commencing the 8<sup>th</sup> November 2021

**Salary:** Competitive benefits and salary commensurate with experience

**State date:** January 2022

Please note, applications will be reviewed upon receipt and shortlisted candidates may be invited to interview before the closing date.

Marymount International School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount London is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.



## *Pension*

Subject to meeting the qualifying conditions, all Faculty Staff are automatically enrolled in our workplace pension scheme, currently provided by AVIVA.

Alongside the pension there is a death in service provision, whereby a named beneficiary would be eligible to three times annual salary.

## *Employee Assistance Programme*

Health Assured provides an employee assistance programme, which includes access to free confidential counselling, financial and medical support 24 hours per day, seven days a week.

## *Fee Remission*

Staff are eligible for 50% School Fee Remission for children attending Marymount London. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. Full details are available from the Business Office.

## *Personal Accident Insurance*

Insurance is in place in the event of an accident leading to permanent disability or injury, providing a lump sum payment.

## *Meals & Parking*

Staff are provided with lunch in the dining room, as part of the student supervisory procedure. Parking is provided free of charge on campus.

## *Cycle to Work Scheme*

Staff have the opportunity to take advantage of the cycle to work scheme  
[www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)