



African Science Academy - Mathematics Teacher Job Description

Position: Mathematics Teacher

Responsible to: The Headteacher

Overall Purpose of Job:

Our teachers are expected to secure success through setting high quality academic standards, and a commitment to student development and care. They are crucial in helping our school develop a culture that promotes inspired teaching and outstanding learning experiences. They are also expected to take a role in the development and use of existing and emerging learning resources to ensure the continuous improvement of the learning experience and outcomes for students; and continuously monitor, evaluate and review the academic performance of the students and take any and all action necessary to achieve successful outcomes.

As most ASA students are expected to go on to top universities in Africa and abroad, the post holder will be required to demonstrate strong academic knowledge up to, and beyond, A-Level Mathematics and Further Mathematics. Experience and knowledge in A-Levels Physics will be beneficial and the post holder will be required to teach A-Level Mechanics.

We are looking for an outstanding individual who clearly demonstrates that they:

- possess the skills, vision and ability to inspire and enthuse all students;
- lead by example and have the ability to motivate and develop students to reach their full potential, and;
- Are an excellent communicator who can engage effectively with staff, students and parents.

Main Duties and Responsibilities:

Whilst it is impossible to detail every job involved in working at the African Science Academy, below is a representation of what is involved:

Teaching

- Prepare and submit lesson plans;
- Make sure that preps. are appropriate and set regularly (not too little and not too much) and that they are promptly and thoroughly marked;
- Ensure that the curriculum promotes the vision and aims of the school;
- Monitor the quality of students' achievements including the analysis of performance data;
- Have knowledge of Cambridge International A-Level further Mathematics and physics.
- Set up practical lessons and run frequent and well-designed practicals during lab sessions and use hands-on teaching to involve and motivate students and deepen their understanding of the Mathematics and its application to the 'real world';
- Set and mark, collate, and evaluate internal examinations at the request of the Headteacher;



Administrative

- Ensure that you are aware of and understand the marking procedures and details on assessment and record keeping;
- Keep up to date with all aspects of curriculum developments, with special reference to the Public Examinations;
- Ensure that the information produced in report/ratings to parents is detailed, relevant and reflects the term's work and is specific to that student;
- Ensure that rooms, equipment, wall displays etc., are maintained to a high standard and report defects promptly;
- Keep records of all students: internal assessment, examinations both internal and external;
- Provide accurate data for transcripts;
- Communicate and co-operate with other staff;
- Attend staff meetings as and when called; and

Involvement in School Community

- Take responsibility for the development, work and behaviour of all students who you teach;
- Support all activities within the School, including extra-curricular activities;
- Support all school events;
- Maintain good discipline within the classroom, the School and its facilities by carrying out the School Policy on: punctuality, respect for others, manners, appearance etc.

Student Welfare

- Be aware of those students who are struggling, experiencing special difficulties, or need stretching etc. and offer appropriate support;
- Liaise with appropriate pastoral staff when problems involving specific students arise;
- Safeguard students' health and safety;
- Making the school environment welcoming to all students from many different backgrounds.

This job description will be reviewed after four months 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.

Personal Specifications

Essential Qualifications and Experience:

- Bachelor Degree in Mathematics or Physics from a reputable university
- Fluency in English
- Teaching experience in the secondary school sector



Highly Desirable Experience:

- International A-Level / International Baccalaureate experience
- Experience with teaching Physics practicals and using lab equipment
- Knowledge of use of technology to enhance learning and school efficiencies

Desirable Experience:

- Working in boarding schools

Personal Qualities:

- Exemplary communication skills
- Enthusiasm, conviction, initiative and personal commitment to education
- Excellent team working skills
- Consistency and accountability
- Able to work under pressure and to deadlines
- Good organisation and able to prioritise tasks and make decisions
- Good time management
- Flexibility
- Seeking advice and support when necessary
- Enthusiasm for the schools' vision and mission
- Ready to work overtime when required

How to apply:

To apply for this opportunity please submit the following documents to **Ann Fesu** at ann.fesu@africangifted.org and **Efua Adabie** at efua.adabie@africangifted.org

- A letter of application (no longer than two pages), briefly outlining why you wish to apply for this position, what specific skills, qualities and experience you can offer the school, and why you feel confident in meeting the challenges of this position.
- A current CV (no longer than 3 pages)
- The names and full contact details, including current email addresses of two or more referees. Please also indicate the relation to the referees.

The application deadline is midnight GMT, Friday, 1st February, 2019.

African Gifted Foundation Ghana is committed to the safeguarding of our students. Appointment will be subject to an enhanced child protection screening appropriate to the post. Please note that you may be required to provide additional documentation as proof of your identity and qualifications.