



**SACRED HEART HIGH SCHOOL
JOB DESCRIPTION**

**TEACHER OF MATHEMATICS
Inner London Pay Scale inclusive of Upper Pay Scale
Full-time Maternity Cover
Required from September 2018
For up to three terms**

Introduction

- To support the school's ethos and aims as expressed in the school's Mission Statement and Aims.
- To undertake professional duties as described in the current Teachers' Pay and Conditions Document.
- To carry out the role of classroom teacher in accordance with the Professional Standards for Teachers.

Responsibilities

- To teach Mathematics to groups of all pupils across the ability range in Years 7 – 13.
- To ensure that all lessons are planned with clear learning intentions.
- To ensure all lessons are delivered in line with departmental schemes of work and relevant school policies.
- To take into account the differing abilities and any SEND needs of pupils and use data to differentiate accordingly.
- To liaise with the school SENCO to ensure effective strategies are in place to support the learning of SEND pupils.
- To check that all subject matter is effectively communicated and mastered by all groups of pupils.
- To contribute to a vibrant and varied curriculum offer as part of the department and to develop new courses and initiatives in liaison with other members of the department.
- To contribute to and develop, inspirational schemes of work as part of the national curriculum and examination specifications, as well as ensuring appropriate and effective short term planning in collaboration with other members of the department.
- To initiate and develop highly effective approaches to teaching and learning in the subject in order to enhance the attainment and achievements of pupils.
- To encourage all pupils to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all pupils are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual character dispositions and Growth Mindsets.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with formative feedback.
- To keep careful records of pupil progress in line with departmental and school policy.
- Make effective use of teaching assistants and any other support staff.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.

- To attend scheduled meetings in the Mathematics department and school.
- To work with colleagues in the Mathematics department to formulate plans which have coherence and relevance to the needs of the individual pupils and to the aims and whole school targets outlined in the School Improvement Plan.
- To ensure that all work in the Mathematics department reflects the distinctive ethos of Sacred Heart High School.
- To help develop creative and inspirational Mathematics teaching resources for the department.
- To participate in Mathematics enrichment and contribute, if appropriate, to working with link primary/secondary schools as part of our work on leading the West London Teaching School Alliance.

Staffing

- To demonstrate commitment to own professional development and participate fully in all relevant opportunities as part of departmental and whole school CPD.
- To undertake performance management according to the school's PM schedule.
- To set appropriate work for classes within Mathematics during any periods of absence and make sure that the work is thoroughly reviewed on return.
- To help support and promote teamwork within the Mathematics department.
- To participate in Sacred Heart's School Direct ITT programme, if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out break-time duties in accordance with normal school schedules.
- To act as a mentor/coach to staff within the department or wider school as part of own professional development.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Headteacher.
- To enforce the school's behaviour and uniform policies on a daily basis.

Management Information

- To ensure the maintenance of accurate and up-to-date information on all classes taught.
- To make use of analysis and evaluation of pupil data.
- To identify and take appropriate action on issues arising from data, systems and reports and evaluate the impact of any intervention programmes.
- Produce reports for the department on assessment data, including examination data for classes taught.

Communication

- To ensure effective communication and consultation with parents and carers of pupils.
- To liaise with other schools, higher education, industry, local community groups etc. to enhance learning experiences for pupils as appropriate.
- To contribute to the delivery of Sacred Heart High School's mathematics liaison activities as part of our Maths' Hub work through our Teaching School.

Pastoral Responsibilities

- To act as a Form Tutor and carry out all of the responsibilities linked with that role.
- To monitor and support the overall progress and development of pupils within your Tutor Group.
- To monitor pupil attendance and behaviour in lessons and ensure that follow-up procedures are put in place where necessary.
- To contribute to the delivery of PSHE.

School Ethos

- To play a full part in the life of Sacred Heart High School to support its ethos and to encourage all pupils and staff to follow this example.
- Actively promote the school's policies at all times including the Equality Policy.
- Comply with the School's Health and Safety Policy at all times.
- Implement safeguarding procedures.
- To model the behaviour of a professional at all times.
- To undertake other duties and responsibilities which are considered reasonable and appropriate.

The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.