



Chellaston Academy

Learning

Excellence

Integrity

CHELLASTON ACADEMY JOB DESCRIPTION

FROM: NOVEMBER 2018 – JULY 2019

JOB TITLE: SUBJECT TEACHER - MATHEMATICS

PAY SCALE: Chellaston Academy Pay Scale

PERSONNEL RESPONSIBILITY:

Responsible to: Head Teacher, SLT line manager, HOS, SPL

Responsible for: The teaching of Maths

GENERAL DUTIES AND RESPONSIBILITIES:

- To inspire success in all students and staff within the Maths department
- To help raise the achievement of all learners within Maths To work in accordance with the academy's aims, policies, vision and mission statement
- To maintain good climate for teaching and climate for learning among the pupils, safeguarding their health and safety at all times.
- To help develop an excellent learning environment for students where learning is fully inclusive
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To support the Head Teacher in promoting the ethos of the school.
- To work in accordance with the Academy's values at all times

CORE REQUIREMENTS OF THE POST:

As a teacher of Maths you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

This post:

- Must focus on teaching and learning
- Requires you to exercise your professional skill and judgement
- Must have impact on the educational progress of students

PURPOSE

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- To be accountable for student progress and development within the classes taught
- To develop and enhance the teaching skills and strategies in line with the teacher standards
- To support and challenge student groups in their learning
- To help build independent life- long learners

CORE DUTIES

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties expected within the teacher standards
- Plan lessons to meet learning objectives
- Make effective use of data to plan learning
- Have a clear understanding of subject progression
- Give appropriate feedback through a variety of sources to promote further learning
- Carefully frame questions to ascertain understanding and promote further learning
- Use peer and self-assessment to further enhance learning
- Set clear curricular targets for each student/group
- Teachers are expected to support the personalised learning agenda, i.e. tailor education to ensure that every student achieves and reaches the highest standards possible.
- To ensure all PIXL strategies are fully implemented across all key stages within Maths
- To ensure that department policies are fulfilled, and reviewed annually
- To ensure that the desired standard of students' presentation, effort and learning are achieved.
- To help evaluate and plan schemes of work, develop programmes of study and teaching materials.
- To take part in monitoring and evaluation within the department
- To take part in developing the department's curriculum area with respect of any specific need associated with teaching and learning
- To participate in and contribute to professional development and appropriate In-Service training.

Pastoral Provision

- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To ensure the Behaviour Management systems are implemented in your teaching so that effective learning can take place
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the tutor standards.

Management Information

- To ensure the maintenance of accurate and up to date information concerning the department on the management information system
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the quality assurance cycle for the department
- To produce reports on examination performance, including the use of value-added data
- To manage the department's collection of data
- To provide the Governing Body with relevant information relating to the departmental performance and development

Communications

- To ensure that you are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as and when necessary to further enhance the learning of students

Marketing & Liaison

- To help contribute to the academy liaison and marketing activities, eg, the collection of material for press releases
- To actively promote the development of the subject

Additional Duties

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Duty of Care:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Head Teacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

All adults who work with, and on behalf of, children are accountable for the way in which they exercise authority; manage risk; use resources and safeguard children and young people.

Whether working in a paid or voluntary capacity, these adults have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.¹

The duty of care is in part exercised through the development of respectful and caring relationships between adults and children and young people. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgment

Everyone expects high standards of behaviour from adults who work with children and young people. When individuals accept such work, they need to understand and acknowledge the responsibilities and trust inherent in that role

Employers also have a duty of care towards their employees, both paid and unpaid, under the Health & Safety at Work Act 1974.² This requires them to provide a safe working environment for adults and provide guidance about safe working practices. Employers also have a duty of care for the well-being of employees and to ensure that employees are treated fairly and reasonably in all circumstances. The Human Rights Act 1998 sets out important principles regarding protection of individuals from abuse by state organisations or people working for those institutions. Adults who are subject to an allegation should therefore be supported and the principles of natural justice applied.

The Health & Safety Act 1974 also imposes a duty on employees³ to take care of themselves and anyone else who may be affected by their actions or failings. An employer's duty of care and the adult's duty of care towards children should not conflict. This 'duty' can be demonstrated through the use and implementation of these guidelines

This means that adults should:

- *Understand the responsibilities which are part of their employment or role and be aware that sanctions will be applied if these provisions are breached*
- *Always act and be seen to act in the child's best interests*
- *Avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *Take responsibility for their own actions and behaviour*

This means that employers should:

- *Ensure that appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored*
- *Ensure that, where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures*
- *Foster a culture of openness and support*
- *Ensure that systems are in place for concerns to be raised*
- *Ensure that adults are not placed in situations which render them particularly vulnerable*
- *Ensure all adults have access to and understand this guidance and related, policies and procedures*
- *Ensure that all job descriptions and person specifications clearly identify the competences necessary to fulfill the duty of care*

1. *WT 2006 page Chapter 1 page 38*

2. *Health & Safety at Work Act 1974 Part 1, Section 2 (1) and (2)*

3. *Health and Safety at Work Act 1974 Part 1, Section 7*

Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be

afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you wish.

In addition to these duties you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases, after consultation. This job description does not form part of the contract of Employment.

You are required to carry out your duties in line with the stated ethos and principles of the academy.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Issued by:

Received by:

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Headteacher

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Post Holder