

**Position: Maths Teacher**

**Principles**

In fulfilment of all responsibilities and duties, a Subject Teacher should show a commitment to the aims, policies and ethos of Old Vicarage School, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

**Responsibilities**

It is the responsibility of a Subject Teacher to:

* teach a class of pupils to develop knowledge, skills, understanding and abilities to the highest level, within a secure and challenging environment;
* maintain an up to date knowledge of subject, keeping abreast of any curriculum changes nationally and with the examination board (ISEB);
* undertake administrative duties and general responsibilities as agreed with the Headmaster;
* set high expectations which challenge pupils;
* maintain good order in the classroom and around the School with due regard to the School’s policy on behaviour and discipline;
* provide a good role model for pupils;
* safeguard the health and safety of self and others in accordance with the School’s Health and Safety Policy.

**Key Duties**

It is the duty of the Teacher to:

**Plan:**

* teaching programmes on a termly and weekly basis in accordance with School policies and schemes of work, and the demands of the Curriculum areas;
* programmes of work and activities for the pupils according to their educational needs;
* differentiation within the activities so that all pupils are able to develop their full potential;
* for the progression of pupils within and between activities;
* educational visits and visitors appropriate to on-going work where agreed.

**Prepare:**

* appropriate teaching materials;
* activities for pupils matched to their individual needs.

**Organise:**

* the classroom environment;
* the learning experiences of all pupils.

**Implement:**

* planned teaching programmes using a variety of methods appropriate to the needs of the class;
* planned programmes of work and activities matched to pupils’ educational needs;
* the School’s policy on behaviour and discipline, including the use of appropriate praise or sanctions for pupil work and behaviour.

**Monitor and assess:**

* the achievements and progress of individual pupils with reference to the arrangements in use in the School and the requirements of the law;
* initial pupil assessments.

**Supply the following information:**

* attendance records as per School policy;
* termly and weekly planning records to be shown to the Headmaster;
* oral and written reports to parents/guardian;
* oral and written reports to any other agencies entitled to such information.

**Attend the following meetings:**

* meetings as required relating to the curriculum, administration and organisation;
* parents’/guardian’s meetings;
* meetings concerned with assessment including moderation of internal examinations and assessments.

**Develop personally and professionally through:**

* reflection on own practice and private study;
* participation in the School’s programme for continuing professional development.

**Relationships**

A Subject Teacher is required to:

* Be responsible to:
  + Headmaster;
  + Head of School;
  + Director of Studies;
* Co-operate with:
  + the Headmaster;
  + The Head of School;
  + all colleagues, both teaching and non-teaching;
  + invited advisors offering support for curriculum development;
  + inspection teams.

**Conclusion**

This job description is as it is at present – it is the practice of the School to periodically examine employees’ roles and update them as necessary. This procedure is jointly conducted by the by the Headmaster in consultation with the employee. This could result in changes to the job description.

* This document does not provide a comprehensive definition of the post of Subject Teacher.
* The above is not an exhaustive list of duties and is in addition to those set out in the Staff Handbook and Contract of employment.
* The schedule is subject to modification or amendment at any time by the Headmaster if the needs of the School so require.
* This document will form the initial focus for the School appraisal procedure and be integral in any subsequent reviewing.
* Other tasks may be considered necessary by the Headmaster in view of the changing needs/policies of the School.
* Some tasks may be modified, delegated or deleted in the light of further appointments to the School or changing circumstances according to the School Development Plan.