

**TITLE OF POST: Maths Teacher**

**LINE MANAGER: Director of Learning**

**RESPONSIBLE TO: Principal**

**SALARY GRADE: Main Scale/Upper Pay Scale**

**JOB PURPOSE: The provision of a full learning experience and support for students.**

|  |
| --- |
| **KEY RESPONSIBILITIES** |
| * To teach students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere. * To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. * To monitor and support the overall progress and development of students. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with the school’s Behaviour for Learning Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school policies. * To mark, grade and give written/verbal and diagnostic feedback as required. * To set appropriate targets for students in line with school policy and procedure as required.   **Operational/ Strategic Planning**   * To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the faculty area. * To contribute to the faculty area and faculty’s improvement plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school planning activities.   **Curriculum Provision**   * To assist the direct of learning and colleagues to ensure that the faculty provides a range of teaching which complements the school’s strategic objectives and development plan.   **Curriculum Development**   * To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the SDP.   **CPD**   * To take part in the school’s CPD programme by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.   **Quality Assurance**   * To help to implement school quality control systems procedures and policies and to adhere to these. * To contribute to the process of monitoring and evaluation of the faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. * To review from time to time methods of teaching and programmes of work. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. * To attend team meetings etc in accordance with the school calendar.   **Management Information**   * To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, Go 4 Schools, registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning.   **Communications**   * To work as a member of a designated team and to contribute positively to effective working relations within the school. * To communicate and cooperate effectively with the parents/carers of students and with persons or bodies outside the school, as appropriate. * To follow agreed policies for communications in the school.   **Marketing and Liaison**   * To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings etc. * To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in extra-curricular activities etc.   **Management of Resources**   * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the faculty leader to identify resource needs and to contribute to the efficient/effective use of physical resources. * To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students. * To ensure the effective/efficient deployment of classroom support   **Learning Support System**   * To be a tutor to an assigned group of student, if required, and to promote the general progress and well-being of individual students. * To liaise with the SENDCo to ensure the implementation of the school’s learning support system and mentoring. * To register students, if required, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of action plans, One Plans and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to PSHEE and REAL days according to school policy. * To apply the Behaviour for Learning Policy and systems so that effective learning can take place. |

|  |
| --- |
| **GENERAL** |
| **General**   * Represent the school in a professional manner consistent with its ethos and values. * To respect the confidential nature of information relating to the school and students. * Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. * Ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy. |

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

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the schools code of conduct and leave of absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the principal, Sigma Trust board or the local governing board to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.