



an **RSA** academy

Whitley Academy

Job Description

Job Title: **Mathematics Teacher** Grade: **TMS**

Accountable to: **Principal**

Line Manager: **Curriculum Leader Maths**

Location: **WHITLEY ACADEMY**

Job Purpose

To teach Mathematics across the age and ability ranges to ensure that individual pupils are challenged to achieve their full potential.

Duties and Responsibilities

- To plan and prepare lessons and teaching materials for timetabled lessons.
- To teach a selection of Mathematics classes from Key Stage 3/Key Stage 4 and where appropriate Post 16.
- To ensure the needs of individual pupils are met.
- To maintain good order and discipline amongst pupils in line with the school Behaviour Policy, including duties and supervision outside the classroom.
- To contribute to the development, evaluation and maintenance of Schemes of Work at Key Stage 3/Key Stage 4 and where appropriate Post 16.
- To participate in CPD on curricular developments and help incorporate such developments into Schemes of Work
- To contribute to the development, evaluation and maintenance of agreed working practices within the departments at all levels of teaching.
- To support the development of appropriate internal assessment materials at Key Stage 3/Key Stage 4 and where appropriate Post 16.
- To assess accurately and record assessments of work carried out by pupils and to provide assessment data at the appropriate times.
- To be fully aware of the ranges of assessment methods appropriate to Mathematics so as to contribute fully to all policy decisions regarding these assessments.
- To engage actively in Performance Management Review Process.

- To report on students at appropriate times in line with school and curricular policies.
- To be a tutor, providing pastoral support, guidance and advice to a group of students, keeping appropriate records and reporting on the personal and social needs and progress of the pupils.
- Any other duties as requested by the Principal appropriate to this level.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within GDPR guidelines.

Date Reviewed: May 2018