



# FERNHILL SCHOOL

## JOB SPECIFICATION

**Post Designation:** Teacher of Mathematics

**Responsible to:** Head Teacher

### DUTIES:

#### **Pupils**

1. Teaching assigned classes;
2. Preparing lessons and courses;
3. Undertaking development of the school curriculum;
4. Assessing, recording and reporting the work of pupils;
5. Presenting pupils for and participating in the conduct of national examinations;
6. Advising and guiding pupils on issues related to their education;
7. Maintaining good order and discipline among pupils and safeguarding their health and safety.

#### **Professional Development**

1. Undertaking post-qualification training and participating in appropriate staff development and in-service training activities;
2. Contributing to the professional development of colleagues, including probationary and student teachers.
3. Contributing to both department and whole school priorities.
4. Maintaining PRD file
5. Attending all department and school meetings as required

#### **Parents**

Reporting and discussing pupils' progress with their parents and any other bodies that have statutory functions relating to the care of children.

#### **Administration**

Participating positively in the administration and organisation of the school.

### **OTHER DUTIES:**

The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification at times.

## PERSON SPECIFICATION

ATTRIBUTES	<p><b>ESSENTIAL</b> The minimum acceptable levels for safe and effective job performance</p>
1. EXPERIENCE	<ul style="list-style-type: none"> <li>• Good classroom teaching experience;</li> <li>• A clear knowledge of developments in the Mathematics curriculum;</li> <li>• Teaching courses leading to presentation for SQA examinations at National and Higher level</li> <li>• Experience/awareness of varied teaching methods and assessment techniques;</li> <li>• Good 'track record'/involvement in curriculum development;</li> <li>• ICT competence and experience of using relevant applications in Mathematics teaching.</li> <li>• Develop Mathematics within Curriculum for Excellence.</li> </ul> <p><b>Note:</b> Applications from newly qualified teachers will also be considered.</p>
2. EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification in Mathematics</li> <li>• Appropriate teaching qualification;</li> <li>• Current registration with the General Teaching Council for Scotland.</li> </ul>
3. SKILLS/ABILITIES (GENERAL) eg. Supervisory Skills	<ul style="list-style-type: none"> <li>• Good organisational and presentational/communication skills;</li> <li>• Ability to meet deadlines;</li> <li>• Willingness to participate and lead initiatives with the extra-curricular programme.</li> </ul>
4. SKILLS/ABILITIES SPECIFIC TO POST	<ul style="list-style-type: none"> <li>• Ability to meet the requirements of the attached job specification;</li> <li>• Ability to interact with whole classes, groups and individual pupils.</li> <li>• Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.</li> </ul>
5. INTER-PERSONAL AND SOCIAL SKILLS	<ul style="list-style-type: none"> <li>• Ability to work independently and also to work within a team and respond to the needs of others;</li> <li>• Willingness to ask for and to accept help/advice;</li> <li>• Enthusiasm and initiative;</li> <li>• Ability, energy and enthusiasm to motivate young people of all abilities;</li> <li>• Reliability, tact and good judgement.</li> </ul>
6. DESIRABLE	<ul style="list-style-type: none"> <li>• Involvement in interdisciplinary working with secondary teacher colleagues;</li> <li>• Contribute to the overall school improvement priorities</li> </ul>

