

**Job Description**

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| Role | Teacher of Mathematics Mathematics ( Opportunity for Second in Dept / Head of Year for the right candidate)  This is a full-time role. |
| Job Purpose | To be an excellent classroom practitioner with a commitment to ensuring the highest standards of achievement for all pupils. In addition to being an energetic and enthusiastic teacher, a Senior School Teacher is also expected to be a Form Tutor and also to make a contribution to school games and/or activities which can include almost anything of interest to students.  |
| Accountable to | The Headmaster via the Head of Department |
| Responsible for: | Delivery of teaching across the school, together with all associated activities. |
| **Accountabilities** |
| Policy/Strategic direction and development | * Contributing to whole school policy-making as required by the Head.
* Ensuring that the school policies and strategies are embedded in the operational activities and effectively support the daily operation of the school.
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| Leadership & management of others | * Undertaking leadership & co-ordination of a Curriculum area selected by agreement with the Assistant Head (Academic)
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| Teaching and Learning | * Planning and preparing courses and lessons
* Teaching, according to their educational needs, the pupils assigned, including (according to departmental guidelines) the regular setting and marking of work carried out by the pupils in school and elsewhere
* Promoting the general progress and well-being of individual pupils and of any assigned class or group of pupils
* Liaising with colleagues to support SEN, G&T, etc pupils as necessary
* Making records of and reports on the personal and social needs of pupils
* Communicating and consulting with the parents of pupils as directed by the Head teacher, including attendance at Parents Evenings and other meetings
* Attending & participating in assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
* Participating in meetings arranged for any of the purposes described above, including Departmental and other meetings
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| Pastoral | * Ensuring a commitment to safeguarding and promoting the welfare of children
* Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
* Acting as a positive role model
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| Extra-curricular activities | • Organising and participating in extra-curricular activities |
| Marketing and external links, including public occasions | • Communicating and co-operating with persons or bodies outside the school (as necessary) |
| Management of resources | * Supporting the monitoring and management of resources (as necessary)
* Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines
* Contributing to the development and use of new resources in the department, as required
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| Monitoring, evaluation & assessment | * Assessing, recording and reporting on the development, progress and attainment of pupils.
* Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
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| Training & development of self and others | * In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.
* Liaising and sharing best practice with colleagues both in the department and the wider school
* Attending INSET
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| General requirements - All school staff are expected to:- | * Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
* Contribute to the school’s programme of extra-curricular activities.
* Support the whole school traditions and values of the school
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s H&S and First Aid policies to ensure a safe working environment for staff, students and visitors
* Work within the school’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* Engage actively in the annual performance review process.
* Adhere to policies as set out in staff handbook.
* Undertake other reasonable duties related to the role (e.g. break/lunch/after school duties) as required from time to time.
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| Review and Amendment | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |
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| Job Purpose | To be an excellent classroom practitioner with a commitment to ensuring the highest standards of achievement for all pupils. In addition to being an energetic and enthusiastic teacher, a Senior School Teacher is also expected to be a Form Tutor and also to make a contribution to school games and/or activities which can include almost anything of interest to students.  |
| Accountable to | The Headmaster via the Head of Department, Assistant Head (Academic) & Deputy Head |
| Responsible for: | Delivery of teaching across the school, together with all associated activities. |

**Person Specification**

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| **Skills Required** |
| Organisational skills: the ability to work in an effective way to meet targets and deadlines | Essential |
| Decision making skills: the ability to solve problems and make decisions | Essential |
| Teamwork: the ability to work collaboratively with others | Essential |
| Communication skills: the ability to make points clearly and understand the views of others | Essential |
| Self-management skills: the ability to plan time effectively and organise oneself well | Essential |
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| **Knowledge Base** |
| Excellent subject knowledge | Essential |
| Excellent professional knowledge and understanding | Essential |
| Understanding of national curricular requirements of the subject. | Essential |
| Up to date with professional developments in the subject and other aspects of education | Essential |
| Experience of teaching GCSE | Essential |
| Experience of teaching A Level/KS5 | Highly Desirable |
| **Qualifications/Attainment** |
| Qualified teacher status | Desirable |
| Good honours degree  | Essential |
| Post graduate qualifications, Masters degree/ post graduate diplomas | N/A |
| Experience as a Teacher, Coach or Tutor | Desirable |
| Experience in a school or college environment | Desirable |
| Experience of organising or participating in extra-curricular activities | Desirable |
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| **Attitude/approach** |
| Possess a positive attitude and approach to change and development | Essential |
| Possess a ‘can-do’ attitude and a willingness to get involved | Essential |
| Flexible and firm with the ability to know when to be either | Essential |
| Enjoy rising to the challenges inherent in a school environment | Essential |
| Ability to enthuse children and adults | Desirable |
| Lifelong Learner | Desirable |

*Last Reviewed - October 2017*