#  Murray Park School

#### Job Description – Teacher of Mathematics

## Title: Teacher of Mathematics

**Salary:** Main Pay Scale

**Responsible to:** Head of Subject (Mathematics)

**Framework:** To work within the framework of teachers’ pay and conditions, current legislation and the policies of the school.

#### Duties as a Classroom Teacher

* teaching in an agreed curriculum area
* planning structured lessons that meet the needs of individual students
* sharing plans and teaching resources with colleagues
* maintaining records, marking and assessment of pupils’ work according to school and departmental policies, external examination and national curriculum requirements
* reporting on pupils as required by the school policy and national curriculum requirements
* using school procedures to maintain your teaching area/s to a standard that motivates pupils and meets health and safety requirements
* following safe working practices in all your teaching and duty situations
* supporting the tutorial system as required.

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#### Key Tasks

1. To be responsible to the Head of Subject (Mathematics) for teaching duties within the department curriculum area.
2. To work in accordance with the school’s Curriculum Policy Statement and the aims and objectives of the Mathematics department.
3. To teach in Key Stages Three and Four, responding to departmental policy, KS3 Curriculum guidelines and KS4 syllabus.
4. To liaise with other members of the department in the delivery of Mathematics, undertaking a fair and equitable share of the work by helping to develop and prepare teaching materials for use within the department and cross-curricular themes as required.
5. To maintain records, marking and assessment of pupils’ work according to the departmental assessment policy, National Curriculum requirements and Key Stage Four course requirements.
6. To monitor progress of students and report to parents in line with school procedures for recording and reporting.
7. To set and mark homework as indicated by the department and school homework timetable in accordance with the departmental homework policy.
8. To contribute to the organisation of displays of work within the school, and in particular to be responsible for provision of a motivating learning environment in an identified area of the department.
9. To follow school procedures for maintaining the standards of furniture, fittings and equipment in your teaching areas.
10. To attend departmental meetings, general school meetings and Parents’ meetings as appropriate.
11. To be responsible for and follow adopted safe working practice in accordance with the latest Health and Safety regulations.
12. To fulfil a role within the tutor system and actively support the work of Heads of Year
13. To be aware of, and support, Community Education provision.
14. To participate in relevant INSET to enhance teaching effectiveness.

This post is appropriate for a newly qualified or experienced teacher.

The post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a teacher.

The school is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check.