



JUBILEE HIGH SCHOOL – JOB PROFILE

JOB TITLE : Teacher of Mathematics (Main Scale, Classroom Teacher)	
Teaching, learning and progress	<ul style="list-style-type: none"> To ensure a high quality learning experience for students according to their educational needs, meeting internal and external quality standards. Lessons to be planned using a variety of delivery methods which will stimulate learning and ensure progress appropriate to student needs and demands of the syllabus. To set and mark work carried out by the student in school and elsewhere, supporting the school's expectations. To use data and assessment to inform planning and intervention. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required adhering to reporting deadlines. To be responsible for the care of the teaching rooms and equipment during lesson or tutor group time. To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To contribute to the preparation and resourcing of Department Schemes of Work and policy development, working with other colleagues to develop and teach these. To attend Parents' Evenings, meetings and events as specified in the school's annual calendar. To contribute to Department enrichment activities.
Form Tutor	<ul style="list-style-type: none"> To be a Form Tutor to an assigned group of students. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. To provide 'first line' support and guidance to students to meet their personal development and achievement needs to promote the general progress and wellbeing of individual students and of the Form Tutor Group as a whole. To liaise with a Head of Year to ensure the implementation of the school's Year System and to promote involvement in House/Year activities. Evaluate, monitor and report on the progress and achievement of each student in terms of his or her curricular achievements and extra-curricular activities. To monitor behaviour, promote school rules and encourage improvement. To alert the appropriate staff to problems experienced by students and to take suitable actions to help resolve them. To communicate, where necessary and after consultation with the appropriate staff, with the parents and with persons or bodies outside the school concerned with the welfare of individual students. To contribute to the House/Year Tutor Programme according to school policy.
Professional Development	<ul style="list-style-type: none"> To take principal responsibility for one's own Professional Development. To participate in arrangements for performance management. To support colleagues in their Professional Development.
School Community	<ul style="list-style-type: none"> To actively promote the school's ethos in spiritual, moral and social responsibility. To act as a positive role model. To comply with the school's Health & Safety and safeguarding policies and undertake risk assessments as appropriate and designated supervisory duties. To attend meetings as per calendar. To play an active role in the realisation of the school's Development Plan and contribute to whole school initiatives.

