**BEDMINSTER DOWN SCHOOL**

**JOB DESCRIPTION**

**Title of Post: Teacher of Maths**

**Scale: MPS**

**Contract Terms:** This job is subject to the School Teachers’ Pay and Conditions of Service.

**Core Purpose:** To promote the continuous improvement in the teaching of Maths at Bedminster Down School and to secure the highest standards of student achievement, so that all students develop their knowledge, understanding, skills and abilities within a safe, challenging and motivating environment, across the curriculum.

To carry out such other professional duties as are reasonably assigned by the Headteacher to ensure the effective operation of the school.

**Professional Development:**

The holder of this post is responsible for their own professional development, with the guidance and support of the school.

**Relationships:**

The postholder is responsible to:

• the Headteacher in all matters;

• the Head of Department in matters relating to the teaching of the Maths curriculum across all key stages;

• the Head of House in matters relating to the role of tutor

The post carries membership of the:

• the Maths Department

• House Team

Professional interaction with colleagues is expected in order to maintain productive relationships and to promote mutual understanding.

Staff are entitled to expect courtesy and respect from students and are expected to actively work towards positive and constructive relationships with them.

Staff are required to act in accordance with the school’s Equal Opportunities and Child Protection Policies.

**Main Responsibilities:**

Under the leadership of the subject leader, to be responsible for:

• maximising the progress and achievement of all students in the classes taught

• meet the requirements of all school policies and, in particular, the teaching and learning climate for learning and behaviour policies

• To be fully conversant with and adhere to school policy on child protection and safeguarding, and to play a pro-active role in ensuring student safety

• Meet the national requirements for mainscale and (where relevant), post threshold teachers including participation in the school’s performance management and appraisal scheme

**Ethos and Values:**

• Promote and celebrate the work and achievements of students

• Demonstrate high expectations of students and to challenge underachievement

• Show a commitment to professional learning and continuous improvement

• Model the principles of equal value, determined optimism and inclusion in every day work and practice

• Be prepared to seek support when it is needed

**Teaching and Learning:**

• Teach classes as agreed

• Teach consistently high quality lessons that are well planned to meet the needs of different groups of learners, follow the scheme of work and build on prior achievement

• Demonstrate high quality and regular marking and feedback that complies with school policy and embraces assessment for learning

• Promote a positive climate for learning that enables all students to be successful and to develop skills for learning

• Ensure that teaching is creative and engaging and makes effective use of technology

• Ensure that homework is set according to policy

**Student progress:**

• Ensure that classroom strategies are effective in enabling all groups of students to make at least expected progress

• Ensure that assessment is reliable and informs classroom practice

• Submit robust, reliable and timely data, as required, to evidence student progress

• Be well prepared for parent consultation events and be pro-active in securing parental attendance

• Take immediate action when students are underachieving; involve parents and other colleagues as appropriate

**Role of Tutor:**

To see the role of the tutor as supporting the central task of learning by enabling each student to receive the best possible education through:

• effective care, discipline and rewards;

• regular academic and work monitoring;

• advice, guidance and support;

• opportunities for responsibility;

• raising attainment through appropriate interventions.

To be familiar with and implement school policies and procedures on care and guidance issues : e.g. bullying, child protection, etc.

To deliver the agreed tutorial programme and promote a positive and caring ethos within the form group.

**Key Tasks**

• Register, attendance interventions, monitor patterns of attendance and lateness;

• Monitor students’ academic and progress records (personal files) and advising the central office of amendments to student database (subject to future national agreements);

• Monitoring of student progress including personal tutoring, uniform and behaviour issues;

• Monitoring of homework provision and completion through the student planner;

• Maintaining effective and regular communication with parents through tutor evenings, other associated parents evenings and agreed reporting procedures;

• Liaison with the Head of House, Assistant Headteacher/s, class teacher or IPS team to provide the necessary referral and action programmes for students in need of specific help.

**Notes**

This job description is subject to review and re-negotiation.