**JOB DESCRIPTION – TEACHER OF MATHS**

**“Etone College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”**

*Written notification of salary will be provided in accordance with the Teachers Pay and Conditions document.*

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| **Reports to:** | Director of Learning |
| **Responsible for:** | * Improving quality of teaching & learning in Maths.
* Ensuring all students are working towards achieving the necessary progress in line with national standards.
* Providing a secure and engaging learning environment.
* Delivering learning that is appropriate to the national curriculum & exam board criteria.
* Working to achieve whole school development plan.
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| **Main Purpose:** | * Proactively ensuring that learning is taking place according to the expectations of the department and school policies. Working to endeavor that all students make progress according to the national standards by providing a supportive and engaging learning environment.
* To work alongside other staff members and the department management to achieve any objectives.
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| **Main Activities:** | * Contributing resources and materials to the department.
* Attending meetings and cascading information to the students.
* Attending meetings and acting upon information provided.
* To respond to day to day issues within the curriculum area, constantly displaying professionalism and using initiative along with commitment to the departments development plan.
* Work collaboratively and sharing good practice with staff members.
* Promoting a stimulating and inspiring learning environment that ensures the engagement of students within Maths.
* Reporting to Director of Learning on student performance within the curriculum area.
* Reporting to Director of Learning on the impact of implemented teaching and learning strategies.
* Continuing to develop and improve skills and knowledge of the curriculum area through attending CPD training and personal research.
* Ensure there is an understanding of syllabus/course selection, student exam/assessment entries and this is implemented into teaching practice.
* Providing a professional role model for students.
* Develop teaching and learning within the curriculum area.
* Monitoring the progress of students and acting upon this information.
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| **Pastoral System:** | * To act as a form tutor and monitor and support pupils progress, within your tutor group.
* Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group.
* To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
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| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
* Any other duties as directed by the Headteacher
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by STPCD not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: …………………………. Date: …………………………

Postholder Signature: …………………………………. Date: …………………………

**ADDITIONAL RESPONSIBILITIES FOR**

**KEY STAGE CO-ORDINATOR**

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| **Specific tasks/duties** |
| * Accountability for Key Stage progress in Mathematics
* Oversee and organise Key Stage curriculum (including mapping and scheme of work checks)
* Key Stage progress report checking (including necessary follow ups)
* Monitoring Key Stage assessments (including standardisation/moderation of assessments and exams)
* Ensure Key Stage tracker data is up to date and follow up where necessary
* Key Stage exam analysis
* Manage Key Stage behaviour issues, shared with Head of Department – detentions, reports, isolation, contacting other members of the subject area
* Monitor progress of catch up students and implement necessary interventions
* Lead departmental PP provision and intervention
* Organisation of Key Stage exam papers
* Ensure department are aware of Key Stage assessment dates and marking expectations
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