|  |
| --- |
| CARLETON COMMUNITY HIGH SCHOOL **TEACHER OF MATHEMATICS** **ROLE DEFINITION** |

## RESPONSIBLE TO SUBJECT TEAM LEADER – MATHEMATICS

This job description is additional to the basic duties outlined in the latest School Teachers’ Pay and Conditions Document and supplements the National Standards for Teachers in accordance with the school’s policies and under the direction of the Headteacher. A summary of the key accountabilities is included below. The school is managed through a network of inter-related teams.

1. **TEACHING**
	1. Plan work in accordance with department Schemes of Work and National Curriculum Programmes of Study.
	2. Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
	3. Work in collaboration with Learning Support Assistants attached to any teaching group.
	4. Take account of students’ prior levels of attainment and use them to set targets for future improvements.
	5. Set work for students absent from school for health or disciplinary reasons.
	6. Maintain good discipline by adherence to the schools behaviour management policy (Positive Discipline for Learning).
	7. Set high expectations for students’ behaviour by establishing a purposeful working atmosphere in accordance with the school’s behaviour code.
	8. Set appropriate and demanding expectations for students’ learning, motivation and presentation of work.
2. **ASSESSMENT, RECORDING AND REPORTING**
	1. Maintain notes and plans of lessons undertaken and record of students’ work.
	2. Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate. This is to include course-work investigations at KS4.
	3. Carry out assessment programme (eg. reports) as agreed by the school or department.
	4. Attend the appropriate Parents’ Evenings to keep parents informed as to the progress of their child.
	5. Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.
3. **STUDENT GUIDANCE AND WELFARE WORK**
	1. Undertake responsibility for a Tutor Group (see Role of Tutor in Staff Handbook) as required including tutor/student interviews.
	2. Be the first point of contact for parents of students in the Tutor Group.
	3. Monitor (and set targets for) the social and academic progress of individuals in the group.
	4. Promote good attendance and monitor in accordance with the school’s Attendance Policy.
4. **PROFESSIONAL STANDARDS**
	1. Support the aims of the school/Trust to promote a ‘learning community’.
	2. Treat all members of the Trust, community, colleagues and students, with respect and consideration.
	3. Treat all students fairly, consistently and without prejudice.
	4. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
	5. Promote the aims of the school by attendance at and participation in events such as Open Evenings, Options Evenings and the like (as appropriate to your responsibilities).
	6. Support the ethos of the school by upholding the Positive Discipline for Learning Code, uniform, regulations etc.
	7. Take responsibility for your own Professional Development and participate in staff training when provided.
	8. Reflect on your own practice as well as the practices of the school, with the aim of improving all that we do.
	9. Read and adhere to the various policies of the school/Trust as expressed in the School Improvement Plan, the Staff Handbook, Subject/Year team documentation etc.
	10. Participate in the management of the school by attending various team and staff meetings.
	11. Undertake duties as prescribed within school policies.
	12. Ensure that all deadlines are met as published in the school calendar.
	13. Undertake professional duties that may be reasonably assigned to you by the Headteacher (eg. cover etc).
	14. Be proactive and take responsibility for matters relating to Health and Safety.

|  |
| --- |
| ***CARLETON COMMUNITY HIGH SCHOOL******TEACHER OF MATHEMATICS*** **PERSON SPECIFICATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| PERSONAL QUALITIES | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Skills | Excellent reflective classroom practitioner;Excellent Subject knowledge;Able to use ICT personally and in the classroom as part of a range of teaching styles;Good organisation, Admin, Planning;Initiative/Tenacity/Flexibility;Ability to work with, for, and contribute to a Team;Lively Communicator;Willingness to be involved in extra-curricular activities;Commitment to Raising Achievement of all students;Potential for advancement;Ability and willingness to contribute to the Department’s further development, with particular focus on KS3; Commitment to Form Tutor role;‘Can Do’ attitude. |  | Reference;Application; Interview. |
| Social Skills | Approachable;Sense of humour. |  | Interview;Reference. |
| Relevant Experience | Teaching of Maths at KS3 and KS4 to a range of abilities and ages (11-16). |  | Application;Reference. |
| Knowledge | National Curriculum. |  | Application; Interview. |
| Qualifications | Relevant Degree; QTS |  | Application. |