



## Gildredge House Recruitment Teacher Responsible for KS4 Mathematics Job Description

### 1. Post

- Teacher with responsibility for KS4 Mathematics
- Full-time

### 2. Purpose of the Job

To assist the Head of Department in providing management of Mathematics in Years 9-11 securing high quality teaching, effective use of resources and ongoing development of learning and achievement for all students, as well as securing student progress and high standards of attainment.

### 3. Functional Relationships

The post-holder is responsible to the Deputy Head Teacher in all matters, and to the Head of Department in respect of Years 9-11 Mathematics and day-to-day curricular matters.

The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

### 4. Particular Responsibilities

The particular responsibilities attaching to the post of teacher with responsibility for KS4 (Years 9-11) Mathematics are as follows:

- a) to assist the Head of Department in the provision of a dynamic and effective curriculum for Years 9-11, including schemes of work, resources and assessments following the ethos of the Mathematics Department at Gildredge House.
- b) establish high standards for teaching and learning within the Department, particularly at GCSE and AS level.
- c) to mentor and train staff in the pedagogical elements of GCSE teaching in light of the changes to the curriculum.
- d) to remain up to date with curriculum changes in Mathematics for GCSE
- e) to design and implement an enrichment programme for Years 9-11, to include UKMT Intermediate and Senior Maths Challenge in Individual and Team Challenges.
- f) to design an effective revision programme for students in Year 11 prior to the GCSE examinations.
- g) to identify students who are under-achieving in Years 9-11 and, together with the Head of Department and class teachers, design and implement intervention strategies to raise achievement.
- h) in the absence of the Head of Department, to deputise in curriculum matters, including chairing department meetings.

Responsibilities as classroom teacher:

- a) to teach, according to their educational needs, students assigned in the allocated classes
- b) to maintain high levels of student behaviour for learning in accordance with the rules and disciplinary systems of the school, and of the Department.
- c) to control and oversee the use and storage of all resources provided for class use, including books
- d) to contribute to Department meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the school as a whole in seeking to achieve school aims and targets
- e) to promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010

A classroom teacher's professional duties are deemed to include the following:

**Teaching** (having regard to the curriculum of the school):

- planning and preparing courses and lessons;
- developing teaching resources, particularly with regard to differentiation for students of different abilities and the increased use of ICT;
- teaching the students assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the students in school or elsewhere;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- implementing whole school academic policies.

**Activities related to teaching**

- promoting the general progress and well-being of individual students and of any class or group of students assigned to the teacher;
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of, and reports on, the personal and social needs of students;
- communicating and consulting with the parents of students;
- communicating and co-operating with persons or bodies outside the school;
- attending and presenting reports at Governors' meetings if required;
- participating in meetings arranged for any of the purposes described above.

**Review: further training and professional development**

- reviewing methods of teaching and programmes of work; and
- participating in arrangements for further training and professional development.

**Educational methods**

- advising and co-operating with the Head Teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

**Discipline, health and safety**

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **Staff meetings**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

#### **Covering for absent colleagues**

- rarely supervising / teaching any students whose teacher is not available.

#### **Public examinations**

- participating in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for students' presentation for, and supervision during, such examinations.

#### **Whole School**

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are expected to contribute to the extra-curricular life of the school by offering an activity or participating in the supervision of student preparation.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.