



JOB DESCRIPTION - MATHEMATICS TEACHER

To whom responsible: Headteacher

Job Purpose : To ensure high standards of teaching and learning of mathematics are delivered as set out in the curriculum in accordance to departmental and school policy.

The person appointed should be able to teach across all three Key Stages.

Courses: KS3 Maths, CIE IGCSE Maths, CIE A Level Maths. I

Specific Duties

- Plan and prepare suitable and challenging courses and lessons. Teach the pupils assigned to them including setting and marking work carried out in class and elsewhere.
- Assess, record and report on progress and attainment.
- Ensure that teaching material and educational approach is up to date.
- Communicate and consult with other staff and with parents.
- Provide oral and written assessments and reports for pupils.
- Co-operate with other staff across the whole school in the development of courses of study, teaching programmes, teaching materials and pastoral care.
- Maintain discipline, and safeguard health and safety during school activities on and off the premises.
- Encourage pupils to take pride in their own work and that of others.
- Participate in meetings relating to curriculum and organisation of the school, and with parents to monitor progress
- Prepare pupils for public examinations, and assist in the supervision of such examinations.
- Attend assemblies with, and supervise, pupils assigned to their care during and after school hours.
- Perform other duties that shall reasonably be required by the Head. These may include cover for absent members of staff, rota duties allocated to all staff, and a particular personal duty.
- Attend staff meetings, staff training, Open Days and other such meetings as appropriate.
- Organise trips within Moscow city and Moscow region, and visits as appropriate.

Personal Specification for Mathematics Teacher

Essential Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Graduate
Experience Skills, Knowledge and Qualities	<ul style="list-style-type: none">• Successful experience of teaching pupils in the full ability range aged 11 to 18 years.• Excellent subject knowledge.• High expectations for self and students.• An interest in finding the best ways to maximise students' learning.• Excellent teaching skills for pupils of all abilities and able to apply a range of teaching strategies to meeting well defined learning objectives.• An understanding of the progression in learning of Maths skills and concepts.• Good knowledge of practical strategies to differentiate learning.• Good knowledge of different assessment techniques and ability to use assessment information constructively to help students learn.• Good behaviour management skills.• Skilled in the use of information technology to enrich learning.• A readiness and ability to reflect regularly on own practice and develop professionally.• Able to work positively and constructively with other staff and students.• Ability to teach Physics would be an advantage.
Personal Qualities	<ul style="list-style-type: none">• Positive, open minded, hardworking, enthusiastic, creative, a readiness to develop and learn professionally

This job description should be seen as enabling rather than restrictive and will be subject to regular review.