Chingford Academies Trust

Chingford Foundation School

JOB DESCRIPTION

Title of Post: Teacher of Mathematics

Grade/Pay Range: MPS / UPS

Department: Mathematics

Reporting to: Head of Mathematics Faculty

Responsible for: None

JOB PURPOSE

To provide an effective and efficient teaching service to the Mathematics Department.

MAIN DUTIES / RESPONSIBILITIES

1. To prepare, teach, mark and evaluate pupils' work according to the Mathematics Department and school policies.
2. To be able to teach KS3 and KS4 Mathematics and A-level Mathematics and Further Mathematics as required.
3. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle.
4. To attend Maths Department meetings.
5. To play an active role in developing and implementing departmental policy.
6. To keep informed of curricular developments in Mathematics.
7. To keep informed of whole school policies and to play an active role in implementing them.
8. To carry out the duties of Form Tutor (as directed) as outlined in the role description.
9. To attend pastoral meetings and play an active role in developing and implementing year-team policy.
10. To attend appropriate parents' evenings.
11. To carry out a share of supervisory duties in accordance with published schedules.

12. To participate in performance review and development procedures.
13. Any other duties as directed by the Head of Maths or Leadership Group members.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.

3. To be committed to, and comply with, all school policies.

4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.

5. To participate in Appraisal in line with school policy.

6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.

7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.

8. To work effectively and successfully in your team within school.

Other requirements

1. To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education, 2014.' The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education, 2014, staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder .....

Signature ..... Date .....

CHINGFORD FOUNDATION SCHOOL
CHINGFORD ACADEMIES TRUST

PERSON SPECIFICATION & ASSESSMENT

TEACHER OF MATHEMATICS

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment (I/L/A/R)*
Qualifications			
Qualified teacher status or overseas equivalent (or current PGCE / GTP Student)	✓		A
Degree or equivalent	✓		A
Evidence of recent and relevant professional development		✓	A/I
Experience			
Experience of successful Mathematics teaching at KS3 and KS4	✓		A/I/L/R
Skills, knowledge and Understanding			
Capacity to teach Maths effectively at Key Stage 5		✓	A/L/I/R
Ability to communicate effectively at all levels.	✓		A/I/L/R
Good interpersonal skills	✓		I/L/R
Good presentation skills	✓		I
Ability to use initiative and prioritise work	✓		A/I/R
Ability to work to deadlines	✓		A/I/R
Confident user of ICT	✓		I/R
Other Requirements			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		L/R
Committed to school ethos and direction	✓		I
Self-motivating.	✓		I/R
High standard of punctuality	✓		I/R
Commitment to raising standards of behaviour through improved teaching and learning skills.	✓		L
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced Disclosure and Barring scheme check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". *(Ref: Safeguarding Children and Safer Recruitment in Education 2007).*

*I - Interview R – Reference L - Lesson observation A - Application Form