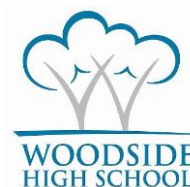


**Woodside High School**  
**Job Description**



<b>Post Title</b>	Main Scale Teacher of Maths
<b>Reporting to</b>	Head of Department/Faculty
<b>Salary/grade</b>	Main scale
<b>CRB Disclosure</b>	Enhanced
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To teach clearly structured lessons or sequences of work which interest and motivate students, make learning objectives clear, employing interactive teaching methods and collaborative group work.</li> <li>• To have high expectations of students and build successful relationships centred on teaching and learning.</li> <li>• To teach the required or expected knowledge, understanding and skills relevant to the curriculum for students in their age range, through sustained and substantial period of time.</li> <li>• To establish a purposeful learning environment where diversity is valued and where students feel safe, secure and confident.</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• To set challenging teaching and learning objectives which are relevant to all students in your class.</li> <li>• To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess students' learning/progress.</li> <li>• To produce long, medium and short term planning in accordance with school policy and procedures and within required deadlines.</li> <li>• To select and prepare resources, and plan for their safe and effective organisation, taking into account students' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.</li> <li>• To plan for the deployment of any support staff who are contributing to students' learning.</li> <li>• To provide homework for students to learn in out of school contexts and encourage them to learn independently.</li> <li>• To contribute to teaching team meetings and events.</li> <li>• To differentiate teaching to meet the needs of students of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress.</li> <li>• To manage teaching and learning time effectively.</li> <li>• To set students individual targets.</li> <li>• To actively track students' progress and devise strategies to address any underachievement.</li> <li>• To develop students literacy, numeracy, and thinking skills.</li> <li>• To use monitoring and assessment information to improve planning and teaching.</li> <li>• To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support students' as they learn</li> <li>• To involve students in reflecting on, evaluating and improving their own performance and progress</li> <li>• To assess students' progress accurately against appropriate standards.</li> </ul>

<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• To ensure curriculum coverage, continuity and progression in the subject/area for all pupils/students, including those of high ability and those with special educational or linguistic needs.</li> <li>• To develop strategies for the use of subject/area and across school to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To develop the curriculum as and when needed in line with school and subject/area policies and procedures.</li> <li>• To keep up to date with national developments in the curriculum area and teaching practice and methodology.</li> <li>• To manage the resources available to you for subject/area and make recommendations in order to maintain and develop curriculum.</li> <li>• To support the development of Functional Skills in the subject/area of teaching.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To adhere to school quality assurance procedures and those within subject/area.</li> <li>• To work within [or better] established common standards of practice within subject/area.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication and consultation, as appropriate, with the parents/carers of students, including written reports on students' attainment.</li> <li>• To ensure effective communication and consultation, as appropriate, with tutors, Year Attainment Managers, Key Stage Leaders, and other staff members.</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>• To be responsible for safeguarding and promoting the welfare of pupils/students.</li> <li>• To monitor and support the overall progress and development of pupils/students within the subject/area and/or tutor group.</li> <li>• To monitor pupil/student attendance together with their progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role</li> <li>• To contribute to citizenship, work related, PLTS and Enterprise education according to school policy.</li> <li>• To ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently in so that effective learning can take place.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage pupils/students to follow this example.</li> <li>• To contribute to the Extended School Out of Hours programmes.</li> <li>• To attend all Parents' Meetings relevant to the teaching of the department/faculty.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To continue professional development.</li> <li>• To engage actively in the performance review process.</li> <li>• To undertake any other duties as specified by the Co-Headteachers not mentioned above.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School's Code of Conduct.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part XII of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Employee's Signature: \_\_\_\_\_

Co-Headteachers Signatures: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_