**Derby City Local Authority**

**St Clare’s School**

**Derby**

**DE3 9AZ**

**Job Description**

Name

Part 1 You are required to carry out the duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document, 2014

Part 2 POST : Maths/ Numeracy Co-ordinator

Part 3 You are required to carry out such particular as prescribed by the School Teachers’ Pay and Conditions Document 2016, Part 7 sections 51.1 to 53.10. Your professional conduct is governed by the Teacher Standards – Annex 1 of the School Teacher Pay and Conditions Document 2016. Your ongoing Appraisal of performance will assess you against these standards.

Our Commitment to Safeguarding Children

At St Clares all staff share a commitment to ensure that children in our care are safe. Safeguarding can be defined as:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

• protecting children from maltreatment;

• preventing impairment of children's health or development;

• ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and

• taking action to enable all children to have the best outcomes

 (From “Working Together to Safeguard Children,” 2015)

The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

In addition, you are required to undertake the following responsibilities for which you are being paid an SEN incentive allowance of 2 points.

1. To work with pupils who have special educational needs in a special school setting.
2. To promote parental interest and understanding.
3. To liaise with other schools and agencies.
4. To support actively the school ethos of care and commitment to the achievements of all students.

5. To co-ordinate Maths and numeracy across the whole school paying regard to individual needs and the life skill aspects of this curriculum area.

1. To promote the accreditation with appropriate qualifications the achievements of all students in maths

7. To review and implement KS3/4 accreditation schemes for Maths annually or as required if needed more frequently.

8. To liaise and support non specialist staff who may be asked to deliver Maths/ numeracy

9. To undertake a Tutorial role and responsibilities.

10. You may be asked to perform any other duty in line with the School teachers Pay and Conditions Document at the Head Teacher’s request.

NOTE

The job description can be reviewed as part of the appraisal process or during any other part of the academic year if necessary. In addition it may be amended at any time after consultation with you.

Signed Role Date

Signed Role Date