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# Job Description: Maths Teacher (Prep)

**Reporting to:** Head of Maths, Assistant Head Academic, Headmaster

## Teaching

* Be an excellent teacher, committed to raising academic standards and improving the quality of teaching and learning within Maths;
* Be a role model for pupils, inspiring them to be actively interested in Maths;
* Plan lessons thoroughly in accordance with school policy and in line with the Maths

 Department’s schemes of work;

* Ensure that individual lessons are sufficiently challenging, and enable all students to make progress at all points in the lesson;
* Be knowledgeable of the educational needs and LED provision plans of the pupils, and teach according to their abilities, strengths and needs;
* Inspire students to continue their learning of Maths beyond lessons;
* Engender an atmosphere within lessons, which is conducive to active learning, and which encourages pupils to learn collaboratively;
* Actively promote Maths, for example by participating in whole school events and initiatives, and through interesting and exciting wall displays;
* Actively seek cross-curricular learning opportunities to promote the development of Maths skills throughout the whole school curriculum;
* Ensure that effective use is made of the resources available within the department and that they are well maintained;
* Ensure that assessed work is marked on a regular basis in accordance with the departmental marking policy and that it is appropriately annotated to enable students to assess their own learning;
* Participate in regular departmental meetings as required by the Head of Department.

## Assessment Recording and Reporting

* Assess, record and report the development, progress and attainment of pupils;
* Use information provided by assessments to inform ongoing teaching and learning;
* Make records and reports of the personal and social needs of the children;
* Provide or contribute to oral and written assessments relating to pupils;
* Be prepared to meet parents to discuss their children’s progress during the term.

## Training and Development

* Participate in training and development as a teacher, including Safeguarding training;
* Attend courses, as approved, to refresh and enhance classroom skills;
* Regularly review methods of teaching and programmes of work.

## Duties

* Undertake supervisory duties, as may be reasonably requested;
* Attend assemblies and register the children’s attendance using school procedures;
* Participate in meetings which relate to the administration of the school as a whole;
* Support school functions and activities whenever possible.

## Management and Administration

* Advise and co-operate with the Head of Department on the preparation and development of teaching programmes and materials, methods of teaching and assessment;
* Participate in preparing children for public exams and in assessing the children for the purpose of such examinations.

## Discipline, Health and Safety

* Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school’s policy;
* Be aware of individual dietary and medical needs, including allergies;
* Ensure Safeguarding and other essential training is maintained.

**Professional Standards**

* Support the ethos of the school;
* Keep abreast of national educational initiatives;
* Make an appropriate contribution to extra-curricular activities
* Set a good example to pupils by appropriate dress, conduct and punctuality;
* Treat all members of the School community with respect and consideration;
* Treat all pupils fairly, consistently and without prejudice;
* Promote the School on public occasions, such as Open Days and Parents’ Evenings.