



THE  
JOHN  
ROAN

## ROYAL BOROUGH OF GREENWICH EDUCATION SERVICE

**NAME OF SCHOOL:** The John Roan  
**ADDRESS AND LOCATION:** Maze Hill, Blackheath, SE3 7UD

Post Details		Last Updated:    October 2015				
Department:	Maths					
Job Title:	Teacher of Maths					
Salary:	MPS/UPS					
Responsible to:	Head of Maths					
<b><u>Job Purpose Statement</u></b>						
Job descriptions are subject to annual review and specific responsibilities may change to take account of the school improvement plan and staff professional development.						
All staff should promote the school ethos, and health and safety, and contribute to continuous school improvement.						
To contribute to the wellbeing and development of the school by teaching, inspiring, guiding and caring for students inside and outside the classroom. To ensure that all students make outstanding progress and achieve targets and fully implementing policies and procedures.						
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i> <i>Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>						
Qualifications		Essential/ Desirable	A	I	L	R
Degree in Maths (2.1)		E	*		*	
PGCE or equivalent teaching qualification		E	*		*	
A postgraduate degree		D	*			
Professional Knowledge and Understanding		Essential/ Desirable	A	I	L	R
A minimum of three year’s experience in a teaching/learning/child support working environment, with a proven track record of improving results.		D	*			*

Detailed knowledge and understanding in the subject of Maths	E		*		*
Ability to apply knowledge and skills from theory in a practical classroom context	E		*		*
Ability to motivate and encourage children	E		*		*
Effective classroom manager	E		*		*
Ability to demonstrate understanding of complex problems and apply in depth knowledge to address them	E		*		*
Ability to create effective relationships with a variety of different people	E			*	
<b>Experience</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Excellent experience and knowledge of IT support learning	E	*	*	*	*
Excellent use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life.	E	*	*		
Experience of marking for examinations boards	D	*			
Evidence of ability to teach across the whole of the 11-18 age range	E	*			*
Evidence of use of strategies for raising achievement and achieving excellence	E	*			*
Evidence of use of strategies for ensuring inclusion, diversity and access	E	*			*
Highly successful teaching including exam result success at all key stages for at least 3 years	D	*			*
<b>Leadership and Management Skills</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to prioritise, plan, organise and manage work life balance	E	*			*
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	E	*	*		
Excellent time management and organisational skills	E		*		
Excellent interpersonal, presentation and communication skills, both written and spoken	E	*	*		*
Ability to manage and deliver own course units and contribute to team taught course units	D	*	*		
Ability to contribute to wider school administration and initiatives	D	*	*		*
<b>Communicating &amp; Influencing</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to influence desired student behaviour	E			*	
Ability to generate enthusiasm in students	E			*	
Excellent communication skills, able to clarify and explain instructions	E		*	*	

<b>Other skills &amp; Behaviours</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to stay calm	E			*	
Empathy with students and sympathetic to their needs	E			*	
Professionally discrete and able to respect confidentiality in particular areas	E				*
<b>Safeguarding Children</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Committed to safeguarding and promoting the welfare of children and young people (References)	E	*	*		
<b>Equality</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
<ul style="list-style-type: none"> <li>The ability to ensure that there is equality of access to educational attainment</li> <li>All aspects of equality are adhered to</li> </ul>	E	*	*		
<b>Personal and Professional Qualities &amp; Attributes</b>	<b>Essential/Desirable</b>				
<ul style="list-style-type: none"> <li>Excellent organisational ability</li> <li>Ability to organise own teaching resources and activities to deadline and quality standards</li> <li>Ability to plan, manage, organise and assess teaching objectives</li> <li>Ability to contribute to the design of subject units, curriculum development and new teaching approaches</li> <li>Inspire, challenge, motivate and empower the school community to carry forward a shared vision.</li> <li>Build and maintain effective relationships.</li> <li>Think strategically, create, maintain and share a coherent school vision.</li> <li>Manage change, conflict and empower individuals and teams.</li> <li>Listen to, and reflect on, feedback from others, including colleagues and governors.</li> <li>Think creatively to anticipate and solve problems</li> <li>Prioritise, plan and organise themselves and others</li> <li>Set &amp; achieve ambitious, challenging goals and targets</li> <li>Knowledge/understanding, consistency, complete finisher, supportive/loyal/trustworthy/effective communicator, take initiatives, follows up, creates sustainability and motivates.</li> </ul>	E  E  E  E  E  E  E  E  E				

## Organisational Information

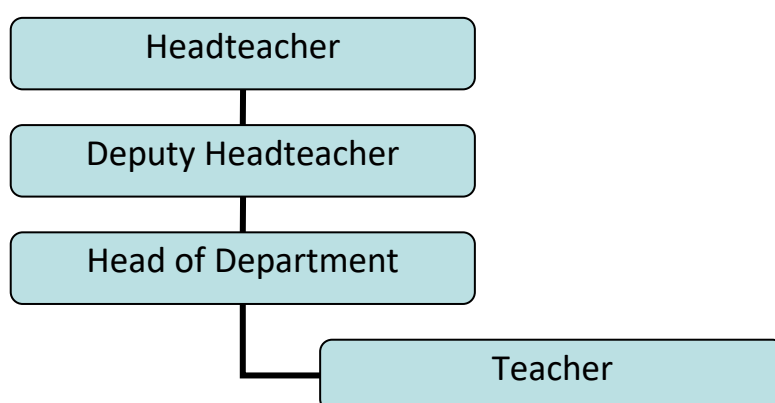
### All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.

**Undertake such other duties within the scope of the post as may be requested by your Manager.**



## Main Responsibilities/Activities:

***This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.***

### ***More specifically the post holder will be expected to:***

#### **Main Responsibilities:**

- To create an exciting learning environment securing department improvement, raising attainment and achievement.
- To plan, resource and deliver lessons to a high standard that ensure real learning takes place and students make good progress.
- To prepare, develop and deliver lessons in the timetabled subject, according to the schemes of work agreed within the department.
- To ensure that all students achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level.
- To monitor and record the performance of students.
- To foster and maintain high standards of effort and discipline amongst the students by the use of appropriate school based rewards, negotiated goals and sanctions.
- To encourage effective learning by the appropriate use of formative assessment, target setting and the development of teaching and learning styles.
- To foster an atmosphere of mutual respect with students in all classroom activity.

- To develop and foster good working relationships with all staff.
- To be prepared to undertake the pastoral role of a form tutor
- To comply with all Examination Board regulations in regard to the teaching of examination subjects and the completion of coursework.
- To attend meetings as directed by the Head of Department.
- To attend Academic Review Process as appropriate.
- To care for and maintain such equipment and books as may be in use in the teaching base or location.
- To display work or materials which enhance the learning environment.
- To contribute positively to the extracurricular life of the school.
- To be proactive in the pursuit of continuous professional development ensuring you maintain an up to date knowledge of teaching practices.
- To liaise with the department on assessment.
- To build positive relationships with Pupils, Governors, Colleagues, Educational Psychologist, Education Welfare Officer, LEA Specialist, Examiners, Educational Specialists and Outside contractors.
- To comply with the requirements of Health and Safety, other relevant legislations and school policies, and understand and comply with the school's equal opportunities policy

All the above duties and responsibilities to be carried out in accordance with the Royal Borough of Greenwich's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety. Any other duties and responsibilities appropriate to the grade and role