

**ST. ANNE’S CATHOLIC HIGH SCHOOL FOR GIRLS**

Headteacher: Mrs S Gilling

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**JOB DESCRIPTION  
For MPS (pre-threshold) and UPS (post-threshold) teacher**

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| **Post Title:** | **Teacher of Maths** |
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| **Name:** |  |
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| **Purpose:** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum/school improvement area as appropriate. * To monitor and support the overall progress and development of students as a teacher/form tutor. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for students’ personal and academic growth. |
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| **Reporting to:** | Subject Leader (and Achievement Leader for form tutor responsibility). |
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| **Responsible for:** | The provision of a full learning experience and support for students. |
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| **Liaising with:** | Headteacher/SLT, teaching/support staff, governors, Local Authority representatives, external agencies and parents. |
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| **Working Time:** | Full-time/Part-time. |
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| **Salary/Grade:** | MPSX / UPSX |
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| **Disclosure level** | Enhanced |

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.**

**Please note:**

**Newly Qualified Teachers will be supported in meeting some aspects of the job description during their Induction Year.**

***Items in italics, at the end of each relevant section, outline the additional job description expectations of an upper pay range teacher. The school Appraisal Policy & Pay Policy explain the process for teacher progression from main pay range to the upper pay range and up the upper pay range.***

# **CORE PURPOSE:**

* To fulfil the duties of a teacher as set out in the relevant School Teachers’ Pay & Conditions Document (STPCD).
* To maintain high standards and exercise your professional skills and judgement.
* Deliver a coherent curriculum provision in that fulfils statutory requirements, is relevant and differentiated, in accordance with the aims of the school and the curricular policies determined by the governing body and the Head teacher, across the key stages.
* Deliver a sustained response e.g. through monitoring your work, self-evaluation and Continuing Professional Development (CPD) to ensure you meet the professional standards set out in the STPCD (which are summarised in this job description).
* Have a positive impact on the educational progress of students in your assigned classes or groups of students. Monitor their progress to identify and address underachievement so that all students achieve in line with or better than their expected progress.
* Through your work develop the spiritual, moral, social and cultural (SMSC) development of the students.

**GENERAL PROFESSIONAL DUTIES**

**1.** These are as set out in the relevant School Teachers’ Pay and Conditions

Document, which can be viewed on the internet.

**2.** To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

**3.** To act as a Form Tutor and to contribute to PSHE, Citizenship and Enterprise according to school policy.

**STATUTORY CONDITIONS OF EMPLOYMENT (with school expectations)**

The main professional duties of a teacher fall under the following categories and match the relevant Performance Threshold Standards.

1. **Knowledge and understanding**

Have thorough and up-to date knowledge of the teaching of their subject and take account of wider curriculum developments, which are relevant to your work.

**2. Teaching, Learning, Assessment, Recording & Reporting**

1. Have regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to you.
2. Plan and prepare courses and lessons in accordance with the policies determined by the governing body and the Headteacher.
3. Teach, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in school and elsewhere. Assist with successful transition between Key Stages.
4. Assess, record and report on the development, progress and attainment of students.
5. Provide and/or contribute to oral and written assessments, reports and references relating to individual students and groups of students; (according to the assessment and reporting cycle).
6. Review from time to time your methods of teaching and programmes of work and their impact on student progress and standards of achievement.
7. Advise and co-operate with the Headteacher’s representative (the Team/Subject Leader) and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
8. Consistently and effectively, plan lessons and sequences of lessons to meet students’ individual learning needs.
9. Consistently and effectively, use a range of appropriate strategies for teaching and classroom management.
10. Consistently and effectively, use information about prior attainment to set well-grounded expectations for students and monitor progress to give clear and constructive feedback.

*For teachers on the Upper Pay Range:*

* *To demonstrate a thorough and up-to-date knowledge of the teaching of their subject and to demonstrate that they take account of wider curriculum developments relevant to their work.*
* *To demonstrate expertise in the teaching of wider curriculum-based skills e.g. numeracy, literacy, study skills.*
* *To contribute towards the effective transition between key stages.*

## 3. Student progress

Ensure that, as a result of your teaching, the students you teach achieve well relative to their prior attainment, making progress as good as or better than similar pupils nationally. This should be shown in marks or grades in any relevant national tests or examinations, or school-based assessment for students where national tests and examinations are not taken.

*For teachers on the Upper Pay Range:*

* *To act as a role model for other staff in terms of high quality teaching and learning, adopting an open classroom approach.*
* *To lead monitoring, evaluation and review processes for the subject/development area for which you are responsible e.g. moderation & standardisation of assessments within the relevant subject, review of teaching & learning within the subject area.*
* *To lead by example and ensure that all school assessment and reporting deadlines are met.*
* *To contribute to developments in assessment techniques and lead on the use of data as a tool to improve student outcomes, particularly focusing on interventions where appropriate.*

### 4. Wider professional effectiveness

1. Take responsibility for your professional development and use the outcomes to improve your teaching and students’ learning.
2. Make an active contribution to the policies, targets and aspirations of the school and subject team(s).
3. Be an effective professional, who challenges and supports all students to do their best.
4. Participate in arrangements made for lesson observations, work scrutiny and the

appraisal of your performance.

1. Participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aim to meet needs identified in your appraisal (performance management) objectives or in performance management statements.
2. In the case of a teacher serving an induction period, participate in arrangements for your supervision and training.
3. Take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

*For teachers on the Upper Pay Range:*

* *To effectively lead those teams you are responsible for.*
* *To contribute substantially to the professional development of other colleagues, for example through providing regular coaching and mentoring for less experienced teachers, or other teachers who need to develop specific areas of their practice.*
* *To effectively co-ordinate and manage the work of other staff for whom you have management responsibility and co-ordinate the effective deployment of support staff associated with your team*

**5. Other activities**

1. Promote the general progress and well-being of individual students and of any class or group of students assigned to you.
2. Provide guidance and advice to students on educational and social matters and on their further education and future careers, including informa­tion about sources of more expert advice on specific questions, making relevant records and reports.
3. Make records of and reports on the personal and social needs of students.
4. Communicate and consult with the parents of students.
5. Communicate and co-operate with persons or bodies outside the school, and participate in meetings arranged for any of the purposes described above.
6. Attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during, or after school / Saturday intervention sessions.

**6. Behaviour, health and safety**

Maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**7. Staff meetings**

Participating in meetings, which relate to the Strategic Plan, outcomes of the school & team evaluation processes, professional development, the curriculum, administration or organisation of the school, including pastoral arrangements.

**10. External & Internal examinations**

1. Participate in arrangements, for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments.
2. Participate in arrangements for students to attend such examinations and for conducting the examinations successfully when a teacher’s professional skills and judgement are required.

**11. Management & Team-building**

As a team member, assist the Subject Leader with the professional development of other teachers and support staff, including their induction.

**12. Administration**

Participate in administrative and organisational tasks related to the duties described above, including the direction or supervision of colleagues providing support for students in your assigned classes, and administrative tasks that require the exercise of your professional skills and judgment.

**13. Working time**

Work such reasonable additional hours as may be needed to enable you to discharge effectively your professional duties, in particular, your duties in relation to: planning and preparation of courses and materials; and assessing, recording and reporting on the development, progress and attainment of students.

**EXPECTATIONS OF ALL STAFF (Teaching & Support)**

* Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.
* Remember your duty of care for all the students in the library and around the buildings.
* Carry out all duties and responsibilities in accordance with the school’s Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students’ well-being and safety, not to do anything to bring the name or ethos of the school into disrepute.
* Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
* Deal with enquiries efficiently and sensitively.
* Ensure absolute confidentiality in all matters relating to the students, staff and school business.
* The post holder will ensure that the duties of the post are undertaken with due regard to the School’s Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
* Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
* Report child protection (CP) concerns immediately to the named CP person(s).
* Attend and participate in relevant meetings, training, performance development and other activities as required.

**SAFEGUARDING (CHILD PROTECTION)**

St. Anne’s is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

**NOTE**

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

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

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary scale and job title.

**Signature of Post Holder** …………………………………………. **Date** ……………………

**Signature of Headteacher** ………………………………………. **Date** ……………………