

## **TEACHER OF MATHEMATICS**

### **JOB DESCRIPTION**

**Responsible to:** Head of Mathematics  
Deputy Headteacher Curriculum & Standards  
Ultimately, the Headteacher

Reporting in the first instance to the Head of Mathematics, the post will involve teaching Mathematics to pupils across the age and ability range.

### **General Responsibilities**

1. To implement the aims and objectives of the school.
2. To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher.
3. To participate in, and contribute to, appropriate CPD provided by the school and LA.
4. To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out-of-school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters.
5. To contribute to broader aspects of school life as opportunity and situations make relevant.
6. To participate in appropriate meetings with colleagues and parents as relative to the above duties.

### **Principle Responsibilities**

1. To plan and prepare lessons in accordance with Departmental schemes of work.
2. To teach Mathematics to appropriate levels through KS3 to GCSE level, to set homework, and mark work arising therefrom.
3. To maintain high standards of pupil behaviour and good order in the classroom and around the school, and to pursue appropriate action when pupils fail to respond.
4. To contribute to the planning, preparation, delivery and recording of the curriculum in Mathematics, reflecting the department's commitment to effective teaching and learning.
5. To ensure that literacy is embedded into the teaching of Mathematics.

6. To make assessments and to complete pupil records, reports, profiles, etc according to school and departmental policy.
7. To provide oral and written feedback that moves the learner forward in their mathematical knowledge, skills and understanding.
8. To track and monitor student progress, ensuring timely interventions are provided in response to assessment data.
9. To attend Parents' Evenings and other meetings relevant to the role, as required.
10. To take part, when relevant, in external requirements for the preparation of pupils for public examination, e.g. assessment and recording of work, supervision of examinations or related systems of assessment.
11. To contribute to the setting of internal examinations, their supervision, marking and reporting, according to school policy.
12. To contribute to the general work and development of the department's and/or relevant cross curricular areas, to implement policies and undertake tasks arising from these.
13. To take responsibility for teaching and other rooms used, including their good organisation and management (e.g. display, stock equipment) and to be responsible for the care of the classroom by pupils adhering to departmental policy and Health and Safety considerations.
14. To take responsibility for the safe and efficient management of teaching rooms and storage space with particular regard for health and safety.
15. To ensure that all aspects of the safety of pupils, staff and equipment are adequately communicated to the appropriate parties and are adequately monitored for implementation as they concern the work of the department.
16. To contribute to the creation of the special ethos of a Science and Arts College.
17. To act as form tutor with the associated responsibilities of such a post – as directed by the Headteacher.
18. To undertake a share of general supervisory duties at break, before and after school in accordance with the duty rota.
19. To play a role in organising and running extra-curricular activities.
20. Other duties as reasonably requested by the Headteacher.