**CHEPSTOW HOUSE SCHOOL**

**JOB DESCRIPTION Teacher of Maths**

**Directly responsible to:**

**Head Teacher**

Responsible for teaching high quality maths lessons across at least Key Stages 2 and 3. In addition, the ability to teach a further subject/s.

**RESPONSIBILITIES OF THE POST**

In addition to those professional responsibilities which are common to all qualified teachers in the school, the post holder’s key accountability will be for:

* raising standards of teaching, learning and attainment in Maths for all pupils in line with the national curriculum.
* ensure the Maths curriculum is diverse and adaptable including statutory requirements of the National Curriculum framework and the needs of 11+ and 13+ curriculums.
* assess, record and report pupil progress, socially and academically, according to the school policy.
* ensure that lessons are differentiated to embrace all ability levels.
* monitor the teaching of pupils with Special Needs & Gifted & Talented Needs and liaise with SENDCo and G & T leader, where appropriate.
* support and guide teaching assistants or learning support assistants, if applicable.
* interact and support children in a positive way to foster their enthusiasm for learning.
* to create a flexible teaching program and a class environment favourable to learning and personal growth.
* to undertake pastoral and administrative duties in respect of pupils in the class.
* to motivate pupils to develop attitudes and knowledge needed to provide a good foundation for primary education, in accordance with each pupil’s ability.
* to establish good relationships with other staff members.
* To mark class registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not.
* To attend Key Stage and whole school staff meetings to appraise schemes and syllabuses.
* Work as a team with parallel teachers to develop curriculum plans, mid-term plans and daily plans for individual lessons ensuring that they are creative, stimulating and differentiated.
* To maintain good order, discipline and respect for others among pupils to achieve an effective learning atmosphere; to promote understanding of the school’s rules and values; to safeguard health and safety; and to establish good rapports to develop social and academic potential.
* To build on and maintain co-operative relationships with parents and to communicate with them on pupils’ learning and progress, social and academic, drawing attention to special skills and talents as well as to problems or difficulties.
* To be available to meet parents before and after school.
* To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole; to keep displays up to date.
* To provide oral and written assessments, reports, profiles and references, for both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
* To plan school visits and excursions which are relevant to the curriculum and the school.
* To take part in the life of the school, such as attending assemblies, Parents’ events and after school functions.
* To keep up-to-date with current educational thinking and practice, both through attendance of INSET courses, workshops and staff meetings; to take part in appraisal and reviews of one’s work arranged by subject coordinators.
* To work in liaison, contact and co-operation with other members of staff; parents, governors and the local community; organisations and networks relevant to the teacher’s specialism.

**OTHER DUTIES**

* To be open to teaching an additional subject within key stage 1, 2 or 3.
* To undertake before school, lunch, playground and after school duties as required. Ensure that all children are safe and never unsupervised and that they do not leave without prior permission.
* Ensure that safety measures are met by closing exterior doors at the end of the session before sending or escorting children in a quiet and organised manner back to class.
* Being constantly aware of the children and not being distracted by other activities which could lead to negligence.
* To contribute fully to the extracurricular activities and life of the school

**HOURS OF WORK**

* This role could be a full-time position, teaching throughout the day or a part-time morning role, for the right candidate.
* For a full-time position, official working hours are 8.00am to 4.30pm unless there is a staff meeting or after school function.
* Morning break is 20 mins and lunch break 50 mins.

**EQUALITY POLICIES**

* To ensure that attitude, subject matter and learning resources reflect Chepstow House’s policies on race and gender equality and that the implications of these policies are borne in mind in relation to all the duties listed in the above.

**SAFE GUARDING and PREVENT DUTY POLICIES**

* Have an enhanced DBS and prohibition order clearance
* Be aware of and follow the safeguarding, Prevent Duty, anti-bullying and behaviour and discipline policies of the school.
* Partake in training on safeguarding, prevent duty and personal welfare.

**BRITISH VALUES**

* Promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and belief

**REVIEW**

* The task and duties above are required for all teachers; these may be reviewed at least once a year, usually in the Spring Term, between the Head and the teacher in conjunction with the annual review.

**PAY SCALES**

* Salary is on the Alpha Plus Pay Scale and will be commensurate with experience and qualifications.

**STAFF DRESS CODE**

* When taking sport – appropriate sport wear

 If attending any school function

* Male staff should always wear a tie.
* Female staff can wear smart tailored trousers or skirts. No denim.