INVICTUS
Education Trust

JOB DESCRIPTION

JOB TITLE	**SUBJECT TEACHER – MATHS**
LINE MANAGEMENT	**HEAD OF DEPARTMENT**
LOCATION	**LEASOWES HIGH SCHOOL**
SALARY SCALE	**MPS**
TYPE OF CONTRACT	**MATERNITY COVER – 12 MONTHS FIXED TERM**
RESPONSIBLE FOR	The provision of a full learning experience that enables all students to fulfil their potential
LIASING WITH	Other members of the Department, Trust, Senior Leadership Team, teaching/support staff, external agencies and parents/carers

Subject Teachers are expected to meet the Teacher Standards at the level that reflects their experience

CORE PURPOSE

Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.

Provide high quality teaching and learning within the subject area.

Maintain high expectations and standards in classroom practice.

Maintain order and discipline while promoting good behaviour.

Show commitment to continuous improvement in teaching and learning and the development of effective approaches.

Monitor and support the overall progress and development of students as a Teacher and/or Form Tutor.

Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and which meets their individual needs.

Contribute to raising standards of student attainment.

Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Show all students that they are valued.

Contribute to school strategies for addressing barriers to learning that may prevent students from achieving their potential.

Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the school.

Be aware of and comply with all current Trust/school policies.

KEY RESPONSIBILITIES

Strategic Planning

- Actively assist in the development of appropriate syllabuses, resources, schemes of work/learning, marking policies, assessments and learning and teaching strategies in the subject area and take responsibility for writing sections of these.
- Contribute to the subjects' development plans and their implementation.
- Plan, prepare and deliver high quality courses and lessons which will provide a positive learning experience for students.
- Contribute to the whole school's planning activities.
- Actively contribute to the delivery of the whole school attainment targets.
- To set homework regularly, to consolidate and extend learning and to encourage students to take responsibility for their own learning.
- To contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets

Curriculum Provision

- Work with the Maths department to ensure that the curriculum area provides a range of teaching and learning opportunities, which complement the school's strategic objectives.
- Take part in the process of curriculum development and change to ensure the continued relevance to the needs of students and examining and awarding bodies' requirements.

Staffing and Staff Development

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To take personal responsibility for personal and professional development in the relevant areas including thorough and up to date subject knowledge and research and developments in pedagogy.
- Engage actively in the Appraisal process.
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and contribute positively to effective working relations with staff and students within the school.
- Provide cover for absent colleagues as is reasonable, fair and equitable

Self-Evaluation

- Contribute to the process of monitoring and evaluating the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.

- Review from time to time methods of learning and teaching and programmes of learning.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and student support functions of the school.
- Actively participate in the assessment, recording and reporting process including target setting and target setting days.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.

Management Information

- Maintain appropriate records and provide relevant accurate and up-to-date information for the school's Information Management System.
- Complete the relevant documentation to assist in assessing students achievements.
- Track student progress and use this information, along with knowledge of students' targets, to inform teaching and learning, adjust planning and guide intervention.

Communications

- Communicate effectively with the parents/carers of students.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed procedures for communications in the school.
- To respond to requests and anxieties of parents in association with the Pastoral Team.
- To assist with distribution and collection of home-school communications and for money collection.
- To maintain Homework diaries and recognise Credit award system

Marketing and Liaison

- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Rewards Evenings, Information Evenings and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.
- Be constantly aware of the school profile in the local community and enhance this wherever possible.

Environment and Resources

- Support the Maths department in ensuring that the curriculum area provides an exciting, stimulating and informative environment for learning.
- Assist the Maths department in identifying resource needs and contribute to the efficient/effective use of resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, subject area and students.

Student Support

- Promote the personal development, general progress and well-being of individual students and of the form group as a whole.
- Be a Form Tutor to an assigned group of students.
- Act as an academic mentor to students in your form group.
- Liaise with your Head of Year on a regular basis to ensure the implementation of the school's student support system.
- Register students, accompany them to assemblies, encourage their full attendance at school, at all lessons and their participation in other aspects of school life.
- Actively participate in identifying and celebrating student achievement.

- Evaluate and monitor the progress of students through their targets and their personal profiles and keep up-to-date student records as may be required.
- Contribute to the preparation of school reports, progress reviews and other reports.
- Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Plan and deliver lessons which meet the needs of individual students through appropriate differentiation, liaising as appropriate with teaching and/or learning support assistants and SEN staff. Reassess and adapt where required.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- Apply the school's behaviour and reward systems so that effective learning can take place.
- Be a role model to students through personal presentation and professional conduct.

Other Duties

- Undertake any other duty as specified by STPCB not mentioned in the above.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Essential Skills/Abilities

- Ability to teach all ability groups, meeting the needs of all students including those with SEN.
- To have a thoroughly up to date knowledge of the delivery and assessment of subject specifications and National Curriculum.
- Good or outstanding teacher.

Please Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 grade and job title. All appointments to the Trust are subject to a 6 month probationary period.