St. Ignatius College
Turkey Street, Enfield EN1 4NP
Tel: 01992 717835 Fax: 01992 652070
www.st-ignatius.enfield.sch.uk

Headteacher: **Mary O'Keeffe**

Job Description

Job Title: Teacher of Mathematics

Salary Scale: MPS

Start: September 2017

Duties and responsibilities

- To uphold and support the distinctive Jesuit, Catholic ethos of the College.
- To plan and prepare lessons and teaching materials appropriate to the needs of pupils.
- To contribute to the preparation, evaluation and monitoring of schemes of work as directed.
- To teach and mark the work of subject classes across agreed key stages.
- To ensure the needs of individual pupils are met through clear structures for lessons and sequences of lessons, to accommodate the range of learning styles and abilities of the pupil.
- To maintain good order and discipline amongst pupils in line with the College Behaviour Policy, including duties and supervision outside the classroom.
- To participate in CPD, share learning with colleagues and incorporate strategies in your teaching.
- To contribute to the development, evaluation and maintenance of agreed working practices and curriculum development within the subject.
- To keep abreast of changes in your subject area and to contribute ideas as to how these changes might be implemented.
- To aid in the development of appropriate internal assessment materials.
- To assess accurately and record and report on assessments undertaken by pupils and to provide assessment data and formal reports at the appropriate times.
- To make effective use of data to assess pupils against target information and inform future planning to consolidate and extend learning.
- To plan for the inclusion of all students with additional needs in lessons through an understanding of those needs and adaption of planning and resources to meet the needs.
- To be a tutor, providing pastoral support, guidance and advice to students, keeping appropriate records and reporting on the personal and social needs and progress of the pupils in that class.
- To be a reflective practitioner.
- To ask for support and advice when it is required.

- To participate as required in meetings with colleagues, external partners and parents in order to fulfil their duties and responsibilities.
- To perform any other duties reasonably requested.
- To provide LSA support, cover or supervise Sixth Form students as appropriate.
- Colleagues on the Upper Pay Scale will further contribute to the life of the College in a capacity agreed with the Headteacher.

St.Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.