



## Job Description

Job Title:	Teacher of Maths
Reporting to:	Head of Maths
Liaising with:	Head of Secondary, AH Secondary
Salary:	Main Scale Point
Job Purpose:	To teach Maths at KS3, IGCSE and IB Diploma Level (including Higher Level)

### Main responsibilities

- Planning, preparation and delivery of outstanding KS3, IGCSE and IB Diploma Maths lessons.
- Assessing, recording and reporting on the development, progress, attainment and behaviour of students.
- Providing or contributing to oral and written assessments and reports and references relating to individual students or groups of students.
- Contributing to the development of the Maths curricula.
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interests of the students are met.
- Participating in continuing professional development (CPD) opportunities, and taking part in action research activities.
- Participating in Secondary, faculty or other meetings related to the school curriculum or pastoral care.
- Adopting and working towards the implementation of the departmental and school development plans.

### Important Notes

- The job description will be reviewed and will be subject to amendment in consultation with the postholder.
- The postholder will follow school policies and procedures; especially in terms of inclusion and safeguarding.
- The postholder will carry out any other appropriate duties as requested by the Head Teacher.



## Person Specification

Qualifications	Essential	Desirable
Educated to degree level in the subject or a degree with a strong mathematical content	✓	
Qualified Teacher status	✓	
<b>Experience</b>		
Minimum of 2 years' experience in the profession	✓	
Experience in a COBIS school		✓
Experience teaching GCSE or IGCSE and A-level or IB diploma Maths		✓
<b>Professional Knowledge and Understanding</b>		
Sound knowledge of the teaching of Maths	✓	
Understand Maths curricula demands at key stage 3, 4 and 5	✓	
<b>Professional Skills and Abilities</b>		
Effective communication and interpersonal skills	✓	
Effective organisational and planning skills	✓	
<b>Personal Qualities</b>		
Flexible and adaptable in approach to different situations	✓	
Able to manage own workload effectively	✓	
Personal commitment to professional development and lifelong learning	✓	
Open-minded, inclusive and tolerant towards others	✓	
Be well-motivated, have integrity and observe confidentiality	✓	