

**JOB DESCRIPTION**

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| **Job Title:** | Teacher of Mathematics |
| **Hours:** | Full time  |
| **Status:**  | Permanent |
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**Responsible to:** Head of Department

**Functional links with:** All members of the department, other academic staff, pastoral team,administrative functions across the school

**Job Purpose:**

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

**Main Duties:**

* To contribute to the raising of standards of pupil achievement in the classroom and to establish high standards of planning and classroom practice
* To maintain a high standard of subject knowledge and understanding, promoting the values, principles, policies and priorities of Queen’s College
* To help the College achieve the aims and objectives set out in the College Plan
* Provide extra-tuition to pupils as appropriate to ensure that they reach their maximum potential
* To develop innovative teaching using a range of multi-sensory methods (including relevant IT packages)
* Use baseline tests to monitor progress of students
* Maintain accurate and detailed student records, including target setting, monitoring and reviewing progress and contributing to report writing
* Liaise/collaborate with teaching staff regarding pupil progress and behaviour as and when necessary, suggesting appropriate courses of action/teaching methods to promote the achievement of academic progress and self-esteem
* Attend departmental meetings and contribute to the strategic focus of the department and encourage collaborative working
* Develop resources and teaching methods that reflect best practice, contributing to the quality of provision within the department
* To be responsible for communicating/liaising with parents or guardians either by email or phone
* Attend CPD courses to ensure you are up to date with current practice and to contribute to the development of the subject area
* Liaise regularly with the HOD and support the HOD in his/her duties

**Whole school responsibilities:**

* Be an effective tutor within the pastoral year system and therefore be involved in the pastoral care of those pupils
* Communicate with subject staff, other tutors, and the School’s safeguarding group with reference to safeguarding of students
* Assist with extra-curricular activities within the School
* Attend full staff meetings, parents evenings and any assembly or school meetings as required

**Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.

**Date: Jan 2020**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

**Person Specification – Teacher of Mathematics**

**Qualifications/experience**

* Educated to degree level
* PGCE/QTS or equivalent
* Could suit an NQT
* Ability to teach up to A Level Mathematics, Further Maths A Level would be an advantage
* Ability to teach Mathematics at GCSE

**Knowledge**

* Excellent subject knowledge and an impressive track record of GCSE and A Level results
* Demonstrate outstanding classroom practice, capable of inspiring pupils with an imaginative approach to teaching and learning
* Knowledge of effective pastoral care and safeguarding and child protection issues.
* Knowledge of current curriculum developments
* Understanding of Health & Safety issues
* Experience of using ICT in teaching and learning

**Skills and Abilities**

* Strong communication and interpersonal skills
* Ability to use assessment data to inform planning and set student performance targets
* Strong IT skills
* Strong organisational and administrative skills
* Ability to create and maintain strong, supportive relationships with staff, parents/carers and pupils
* High standards of classroom management
* Evidence of high student achievement (success rates, value added achievement, progression
* Ability to lead, motivate and inspire students driven by love of subject

**Personal/professional qualities**

* Willingness to be fully involved in school life
* Aspirational and empathetic; has a genuine belief in the potential of every pupil
* Resilient, tenacious, determined, pragmatic
* Persuasive and influential
* Work in collaboration with the department
* Flexible and resourceful
* Demonstrate Innovation and creative thinking
* Commitment to continuing professional development
* High expectations of students