



# Job Description

## Teacher of Maths

### OVERALL PURPOSE

- To plan and deliver outstanding, high quality and exciting lessons in Maths.
- To challenge educational and social disadvantage by achieving the highest possible standards and preparing all our students to lead successful lives.
- To undertake the full range of professional duties outlined in the School teachers pay and conditions document.

**RESPONSIBLE TO** Director of Maths

### KEY DUTIES

- Planning lessons, in the short, medium and long term, appropriate to all pupils to be taught, according to the academy's planning policy; taking a full part in joint planning where appropriate.
- Teaching planned lessons to assigned pupils according to their educational needs, ensuring that appropriate targets are set and achievement monitored to inform future planning.
- Setting and marking of work, differentiated appropriately, to be completed at the academy and at home where appropriate, ensuring that pupils are set challenging, but achievable targets and encouraged to excel.
- To use all available data produced by the Academy to inform the setting of appropriate targets and tracking pupils in their classes.
- To use the academy's rewards and sanctions system effectively. To establish a learning culture within the classroom where children are positively supported and encouraged to do well in a climate of equal opportunity and security.
- To provide guidance and support to students in the assigned tutor group, liaising with the appropriate Head of Year and Heads of Department where concerns arise.
- To provide support to students in the tutor or teaching group who are at risk of underachievement or who are experiencing difficulty to ensure that they have access to the correct support internally or externally, keeping a log of actions and support provided and following up referrals if necessary.
- Provide support and advice to parents and carers of pupils, building positive relationships to encourage their involvement in their child's education and provide feedback on children's progress.
- Monitor and record pupil progress according to the policy of the academy completing reports to parents as required by the Principal and Governors. Undertake other routine admin tasks when required.
- To deliver the national Curriculum using a variety of teaching styles and methods to stimulate interest and ensure full class participation, advising others and assisting in preparation of teaching materials where required.

- To assess and prepare students thoroughly for internal and external examination entry or other appropriate accreditation, including the provision of study skills advice.
- To check the attendance of all assigned students at classes according to the register and follow up any unauthorised absence for the teaching sessions for which they are responsible.
- To maintain good standards of classroom behaviour in the classroom and elsewhere encouraging positive behaviour and development of positive social skills. Ensure that uniform and behaviour policies are adhered to within teaching groups and the Church of England ethos of the academy is supported through actions.
- Ensure the Health & Safety and well being of pupils in the classroom and elsewhere by assessing risks in planned and day-to-day activities and reducing any risks to an acceptable level.
- When appropriate, to direct the work of other staff or adults working in the classroom to ensure that they are fully briefed on their role and where possible involved in planning and evaluating the pupil achievements.
- To take an active part in meetings, where appropriate, making a positive contribution and supporting the academy policies and good practice i.e. in staff meetings, parents evening and training events.
- Any other activities, which reasonably match the level of responsibility for the post and are within the guidance given in the schoolteachers pay and conditions document and The Education (Specified Work and Registration) (England) Regulations 2003.

## **DEVELOPMENT OF THE CHRISTIAN ETHOS**

As a Church of England Academy, we expect all members of our community to work in sympathy with and support the development of our Christian ethos

## **SUPPORT FOR THE ACADEMY**

- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Participate in training and other learning activities as required.
- To continue personal development as agreed at appraisal, actively engaging in the performance review process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Treat all users of the school with courtesy and consideration
- Appreciate and support the role of other professionals
- Attend and participate in regular meetings
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

**OTHER**

- To actively promote the Academy's corporate policies.
- 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 comply with the Academy's Health and Safety policy at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

**NOTES:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
- This is a new job profile for a new post. It will be subject to review with the post holder after one year and may then be reviewed from time to time

Signed \_\_\_\_\_ (Post Holder)                      Date \_\_\_\_\_

Signed \_\_\_\_\_ (Principal)                      Date \_\_\_\_\_