THE ISLAND FREE SCHOOL

Subject Teacher Job Description
Maths

Purpose:

- To plan and deliver lessons that raise standards of pupil attainment and achievement, within the subjects taught, in line with national and school expectations.
- To support the school in the delivery of its Extra-Curricular and Religious Education programmes.
- To attend all calendared open days and parents evening.
- To be responsible for the behaviour management of all pupils in all classes taught, both as part of the curricular and extra curricular timetable.
- To take full responsibility for the mentoring of a small group (12/13 pupils) of pupils in the school. Meeting with staff and parents to discuss academic and pastoral progress and supporting each child to the best of your ability.
- To be accountable for the progress and attainment of all pupils within timetabled classes.
- To develop and enhance your own teaching practice
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in your classes, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headmaster
- To be accountable for supporting the development of identified subject/curriculum area.

For those interested in applying for a leadership responsibility

- To support the Head of Department in developing and delivering the maths curriculum.
- To support the Head of Department in line managing and developing teaching in the department.
- To take on line management responsibilities based on experience.

Reporting to: Line Manager as identified on the School Line management structure.

Liaising with: Line manager, Heads of Department, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching staff and parents.

MAIN DUTIES

Teaching

- To undertake an appropriate programme of teaching.
- To utilise syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in identified subject.
- To undertake an appropriate programme of teaching.
- To deliver day-to-day course provision within the subject area including effective deployment of staff and physical resources.
- To actively monitor and follow up pupil progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- In conjunction with the ICT technician to utilise the application of ICT in the Subject
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Curriculum

- To deliver an appropriate, comprehensive, high quality curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the delivery of the Subject
- To contribute to the development of the Subject
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

Quality Assurance:

- To adhere to the process of the setting of targets for the subject and to work towards their achievement.
- To contribute to the school procedures for lesson observation.
- To seek and suggest modification and improvement where required.
- To support the annual examinations cycle and analysis and department review as part of the school's self-evaluation cycle.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning pupil progress on the management information system.
- To contribute to the analysis and evaluation of the department performance data provided and take appropriate action in response.
- To keep up to date monitoring using the school pupil performance monitoring

Communications:

- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.
- To support the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.

Pastoral System:

- To be familiar with the School's Child Protection and Safeguarding Policies and Procedures and to report concerns to the designated Child Protection Officer/Deputy.
- To ensure the Behaviour Management system is implemented
- To monitor pupil attendance together with pupils' progress and performance, with the class teacher/s, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor / Mentor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHEE, citizenship, Religious education and other cross-curricular issues according to school policy.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure pupils to follow this example.
- To continue personal professional development as agreed.
- To liaise with the school NQT Co-Ordinator and follow any recommendations and agreed targets for improvement and development during the NQT year
- To engage actively in the performance review process.
- To comply with the school's Policies and Procedures
- To undertake any other duty as specified by the Headmaster or other senior leader not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. There is an expectation that all staff will undertake such duties as reasonably directed to ensure the smooth running of the school.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed……..

Job Holder……

Dated……