**JOB DESCRIPTION**

Job Title: Teacher of Maths

Scale: MPS/UPS

Responsible to: Head of Maths

Responsible for: Teaching Maths across the age and ability ranges. Pastoral care of a form group

Your responsibilities will be grouped in five areas of management:

1. Managing Policy

2. Managing Learning

3. Managing People

4. Managing Resources

5. Managing Student Welfare

**1. Managing Policy**

1. contribute to the review, evaluation and development of school and Maths policies
2. assist in the monitoring of the effectiveness of school and Maths policies and systems
3. ensure the implementation of relevant aspects of the school development plan
4. contribute to the consistent work of the school

**2. Managing Learning**

* be responsible for the academic and pastoral care and guidance of students in assigned teaching groups
* have knowledge and understanding of any statutory curriculum requirements for the teaching group and the requirements for the assessment, recording and reporting of students’ attainment and progress
* have knowledge and understanding of the characteristics of high quality teaching and work with teachers to develop strategies for improving and sustaining high standards of achievement for all students
* use comparative data, together with information about students’ prior attainment and attendance, to set targets for improvement in a consistent manner
* liaise with Head of Department and other subject teachers on academic progress
* monitor attendance and punctuality and provide information as appropriate to line manager
* have knowledge and understanding of the relationship of Maths to the curriculum as a whole

**3. Managing People**

* achieve constructive working relationships with students in each year group to ensure maximum achievement
* maintain an effective record keeping system
* work with the SENCO and any other staff with special educational needs expertise, to ensure that statutory Student Support Plans are used in subject areas and work is matched to students’ needs
* attend departmental meetings and with other agencies as required

**4. Managing Resources**

* maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
* ensure teaching classrooms create an effective and stimulating learning environment for the students

**5. Managing Student Welfare**

**As a form tutor at Yewlands Academy you have a responsibility to:**

* carry out the duties of a form tutor and oversee the academic and pastoral welfare of your form members
* keep accurate daily registers
* monitor the attendance and punctuality of the tutor group including taking follow-up action after an absence
* liaise with year tutors and subject staff as appropriate
* contribute to assemblies and activities

**6. Other:**

As may be reasonably required in agreement with the Headteacher.