



Job description

TITLE: Teacher of Maths

PURPOSE:

1. To actively support the school's Christian values and Anglican tradition, Mission Statement and School Improvement Plan.
2. To prepare and teach lessons of high quality to pupils assigned to allocated classes, according to their educational needs and to contribute to raising standards of attainment.
3. To monitor and support the overall progress and development of pupils as both a teacher and form tutor.
4. To be aware of achievements of individual pupils in the form.
5. To fulfil the role definition of teacher and form tutor.

RESPONSIBLE TO: Head of Maths Faculty.

SCHOOL ETHOS

1. Play a full part in the life of the school community, to support its distinctive Christian mission and values and to encourage staff and pupils to follow this example.
2. Support school worship.
3. Promote actively the school's corporate policies.

TEACHING

1. To prepare and teach lessons of high quality to designated pupils according to their educational needs, including the setting and marking of work carried out by the pupils in school and elsewhere.
2. Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
3. Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
4. Use a variety of teaching and learning styles to ensure a high quality learning experience for students which meets internal and external quality standards.
5. Prepare and update subject materials.
6. Maintain discipline in accordance with the school's procedures and encourage good practice in the form and classroom with regard to attendance, punctuality, appearance, behaviour, standards of work and homework.
7. Use 'Assessment for Learning' by marking, grading and giving written/verbal and diagnostic feedback to pupils on a regular basis.

STRATEGIC/OPERATIONAL PLANNING

1. Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department.
2. Contribute to the department's development plan and its implementation.
3. Plan and prepare courses and lessons.
4. Contribute to the whole school's planning activities.

CURRICULUM

1. Assist the Head of Faculty to ensure that a range of teaching is delivered which complements the school's strategic objectives.
2. Assist in the process of curriculum development and change, so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's mission and strategic objectives.

STAFFING

1. Take part in the school's staff development programme by participating in arrangements for your own and others continued professional development.
2. Engage actively in the performance management review process.
3. Ensure the effective/efficient deployment of classroom support.
4. Work as a member of a designated team and to contribute positively to effective working relations within the school.

PASTORAL SYSTEM

1. To be a Form Tutor or Personal Tutor to an assigned group of pupils/students and liaise with pastoral staff as required.
2. To ensure that Form Worship takes place.
3. Promote the general progress and wellbeing of individual pupils/students and of the Form Tutor Group as a whole, alerting house staff to achievements and problems in the form.
4. Register pupils, accompany them to assemblies and worship, encourage their full attendance at all lessons and their participation in other aspects of school life.
5. Evaluate and monitor the progress of pupils and keep up-to-date pupil records, action plans and reports as may be required.
6. Communicate as appropriate with parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff.
7. Contribute to SLS and Citizenship and Enterprise according to school policy.
8. Apply the behaviour management systems so that effective learning can take place.

QUALITY ASSURANCE

1. Help to implement school quality procedures and adhere to those.
2. Contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
3. Review from time to time methods of teaching and programmes of work.
4. Take part, as may be required, in faculty, house and other forms of school self-evaluation.

MANAGEMENT INFORMATION

1. Ensure the maintenance of appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc.
2. Track and record pupil progress and use information to record teaching and learning.

COMMUNICATION & LIAISON

1. Communicate effectively with parents as appropriate.
2. Communicate effectively and co-operate with persons or bodies outside the school as appropriate.
3. Follow agreed policies for communications in the school.
4. Take part in liaison activities such as open evenings, parents' evenings, review days and liaison events with primary partner schools.
5. Contribute to the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

1. Contribute to the process of ordering and allocation of equipment and materials.
2. Assist the Head of Faculty to identify resource needs and to contribute to efficient/effective use of physical resources.
3. Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.

APPLICABLE CONTRACT TERMS

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 to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. Copies of the relevant documents are available for inspection at the school. This job description (role definition) is current at the date shown, but in consultation with you it is liable to variation by the management of the school via the Headteacher to reflect or anticipate change in or to the job commensurate with the responsibility level (grade).

June 2015