Job Description

Post Title:	**Teacher of Mathematics Full-Time Maternity Cover**
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students within Maths, and to support a designated curriculum area as appropriate • To monitor and support the overall progress and development of students as a teacher/Form Tutor • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential • To contribute to the ongoing development of schemes of work and assessment tasks • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to:	Head of Mathematics
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputy, teaching/support staff, Academy Trust representatives, external agencies and parents.
Working Time:	Full-Time
Salary/Grade:	MPS/UPS
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department • To contribute to the department's improvement plan and its implementation • To plan and prepare courses and lessons • To contribute to the whole school's planning activities
Curriculum Provision:	To assist the Head of Department and the Headteacher in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives

<u>Staffing</u> **Staff Development:**	• To take part in the school's staff development programme by participating in arrangements for further training and professional development • To continue personal development in the relevant areas including subject knowledge and teaching methods • To engage actively in the Appraisal process, paying due heed to Appraisal Objectives and the National Standards • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school
Self-Evaluation:	• To help to implement school self-evaluation procedures, and to adhere to those • To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria; to seek/implement modification and improvement where required • To review, periodically, methods of teaching and programmes of work • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
Management Information:	• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS • To complete the relevant documentation to assist in the tracking of students • To track student progress and use information to inform teaching and learning
Communications:	• To communicate effectively with the parents of students as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school • To follow agreed policies for communications in the school
Marketing and Liaison:	• Where practicable, and not to be directed, to take part in marketing and liaison activities such as Open Evenings and liaison events with partner schools • To contribute to the development of effective subject links with external agencies within accepted parameters of the role. • To attend Parents' Evenings
Management of Resources:	• To contribute to the process of the ordering and allocation of equipment and materials • To assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students

Pastoral System:	• To be a Form Tutor to an assigned group of students, when regarding, undertaking the actions below: • To promote the general progress and well-being of individual students and the Form Tutor Group as a whole • To liaise with a Curriculum Learning Tutor to ensure the implementation of the school's Academic Tutoring System • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life	
Teaching:	a)	• To undertake an appropriate programme of teaching in accordance with the duties of a teacher
Additional Duties:	a)	• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

Other Specific Duties:

- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process
- To undertake any other duty as specified by STPCD, 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.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to comply with the "Keeping Children Safe in Education" document (DfE September 2019), as well as the school's code of conduct.

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