# 

Academies Enterprise Trust

**Job Description**

**Job Title:** Teacher of Mathematics

**Location: Sir Herbert Leon Academy, Milton Keynes**

**Hours of work:** Full Time

**Reports to:** Head of Mathematics

**Purpose of the Role:**

We are seeking to appoint an inspirational Teacher of Mathematics to join our Maths team. Candidates must be able to teach across the ability and age range, supporting the development of Maths to the highest standards for all pupils at Key Stages 3, 4 and 5.

**Responsibilities:**

* Deliver a consistently high quality of teaching, learning, assessment and high standards of achievement
* Work as part of the Maths team to deliver Maths Mastery and meet the high standards expected in the academy
* Evaluate student target and performance data for their teaching as required, and ensure it is analysed as set out in the academy calendar or other such documents
* Positively engage and partake in all activities and events on the Sir Herbert Leon Academy Assessment Calendar
* Demonstrate positive approaches in matters relating to student behaviours and contact with parents
* Ensure that there is an atmosphere conducive to quality learning within the curriculum area, and that students’ experiences are challenging, stimulating and differentiated according to need
* To ensure provision for different groups of students within the subject, including SEND, higher ability, disadvantaged, etc.
* Ensure that all lessons taught are in line with good practice as identified in the academy wide ‘Herbert’s Habits’ and department improvement plan
* To undertake other tasks as appropriate and consistent with the Teachers’ Pay and Conditions of service
* All staff who are appointed to the academy are expected to teach across the age and ability range;
* All teachers are expected to act as an effective Form Tutor and partake in wider school life
* All staff are expected to take a whole academy perspective in monitoring student behaviour outside the classroom paying particular attention to care and respect of the environment, adherence to expectations, uniform and time keeping
* Such other duties as may be required by the Principal.

**Impact on educational progress beyond assigned pupils**

* Monitor and evaluate assessment data across their classes to evaluate trends in student performance and issues for development;
* Implement intervention strategies to address issues for development that are identified;
* Evaluate and report on the effectiveness of intervention strategies used to address identified issues;
* Identify quantifiable and challenging pupil progress target levels and objectives;
* Plan appropriate strategies to achieve pupil progress targets and objectives;
* Ensure that agreed student target grades levels are achieved or exceeded;
* Encourage students’ motivation and enthusiasm, developing positive responses to challenge and high expectations;
* Monitor the objectives and targets for students with SEN and promote the importance of raising their achievement.

**Form Tutor:**

The Form Tutor has the key role of monitoring student progress and supporting all members of the tutor group in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all students by:

* Becoming aware of the strengths and needs of each student.
* Undertaking regular tutor reviews with each student, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects.
* Monitoring and providing appropriate advice and guidance on individual student’s progress in respect of attendance, homework, discipline and acceptable standards of conduct and appearance.
* Promoting high standards of behaviour and attitudes to work within the group.
* Communicating effectively with staff and parents to achieve the targets set for the students.
* Promptly completing administrative tasks relating to the group.
* Attending year meetings called by the Year Leader.
* To participate, as directed, in INSET in order to keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title:** Teacher of Mathematics

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Good honours degree * Qualified Teacher Status (at 1st September 2018) | * Evidence of recent professional development related to teaching and learning |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Experience of working with students * Experience of working in an educational setting * A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults * Knowledge of the social and emotional factors that affect a child’s capacity to learn * Clear understanding of children and their families in the local community, the challenges they face and the barriers to accessing services which may be faced * Knowledge of attendance requirements and how to input and retrieve relevant data | * Proven successful experience of working in an educational setting * Experience of leading a team of people * Experience of leading year group assemblies * Knowledge of DfE behaviour, attendance and exclusion policy |
|  | Abilities | * Motivation to work with children and young people and/or vulnerable adults * Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults * Proven ability to work independently and contributing to high quality service, as part of a team, valuing and respecting the wide range of approaches from professional colleagues * Ability to produce accurate written reports backed by evidence * Ability to write clearly and concisely * Ability to communicate in writing for a range of audiences | * Ability to plan, prioritise and complete own work load to meet pre-determined targets |
| **Personal Characteristics** | Behaviours | * Good communication and interpersonal skills * Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults * Clarity of expression * Ability to develop effective partnerships * Ability to influence others * Sensitivity to the needs of others * Ability to discuss issues openly |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |