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Job Description and Person Specification

Job Title: Teacher of Mathematics

Accountable to: Designated Senior Manager

This post is based at Nugent House School

Nugent

The origins of Nugent date back to the 1800's and the pioneering work of Father James Nugent (1822-1905) in relation to child welfare, relief from poverty and social reform. The work of Father Nugent had a dramatic impact on the lives of thousands of vulnerable people and his work continues to this day through Nugent. We are the social welfare arm of the Catholic Archdiocese of Liverpool.

Today, Nugent offers a diverse range of support to adults and children in Merseyside through our schools, care homes, community and social work services and social enterprise. As a health and social care provider, we work at the heart of some of the most vulnerable and disadvantaged communities. We strive, not only to provide the best possible service to individuals and their families in these areas, but to generate interest, awareness and an understanding of the issues they face and the impact of this on our wider communities.

Nugent supports on average 6,000 people each year. We are a major employer in the area, employing 650 staff and supporting 350 volunteers. We courageously advocate on issues of justice and fairness.

Our Mission:

- To care, educate, protect and inspire those in need.
- To be an employer of choice.
- To be an advocate: A voice for the voiceless.

Vision:

- Our vision is be an entirely dignified & outstanding organisation by 2020.

Our Values:

- Integrity, Ambition, Courage, Compassion, Optimism, Respect and Dignity.

Nugent celebrates diversity in our organisation and in society as a whole and is an equal opportunities employer welcoming all people with a positive view of age, caring responsibilities, gender, disability racial origin, religion, sexual orientation or socio-economic background.

Overall purpose of the post:

- To contribute effectively to the work of the School and to the achievement of its mission.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To actively safeguard and promote the welfare of students in the School.

Main duties and areas of responsibility**Operational/Strategic Planning**

- To contribute to the whole School planning activities.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.
- To plan and prepare courses and lessons.

Curriculum Provision

- To assist the Senior Leadership Team to ensure that the curriculum area provides a range of courses which will complement 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 Nugent and the School's Strategic Objectives.

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 participate in the Performance Management process.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.

Quality Assurance

- To help to implement School Quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed School procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time 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 academic mentoring functions of the School

Management Information and Administration

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS.
- To complete the relevant documentation to assist in the tracking of students and external reporting of progress.

Communications

- To communicate and consult with the parents/carers of students.
- Where appropriate to communicate and co-operate with internal/external individuals and bodies as appropriate.
- To follow agreed policies from communications in the School.
- To show an active and personal commitment to safeguarding students by communication any issues that may arise.

Marketing and Liaison

- To take part in marketing and liaison activities.
- To help with the interviewing of prospective pupils.
- To contribute to the development of effective subject links with external agencies

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials as required.
- To assist your line Manager to identify 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.

Safeguarding and Weekly Responsibilities

- To promote a safe environment for all students as part of the safeguarding agenda
- To promote the general progress and well-being of individual students.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life.
- To undertake regular person review interviews with students to assist in evaluating their progress and development and in identifying and monitoring personal action plans.
- To evaluate and monitor the progress of students and keep up-to-date the individual student progress file and other records as may be required.
- To contribute to the preparation of Records of Achievement/profiles and other reports, including the drafting of references.
- To alert the appropriate designated Senior Leader to problems experienced by students and to make recommendations as to how these may be resolved.
- Monitor course work and targets and report any falling off of performance of a designated group of students.
- Monitor merits rewards and sanctions and undertake appropriate actions
- To support the activities of the School and take part in events.
- To make the School Learning Mentors and Teaching Assistants a part of a Team award.

Teaching

- To teach according to their educational needs, including the setting and marking of work to be carried out by the student in the School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To make extensive use of the ICT facilities that are available to enhance teaching and learning.
- To contribute to the development of the materials to support learning.
- To maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

- To undertake assessment of students as requested by external examination bodies, departmental and School procedures.
- To mark, grade and give written/verbal feedback as required.
- To ensure that all cross curricular aspects are delivered according to the Schools plan and that these are assessed and recorded.

Responsibilities and duties are reviewed annually.

Teachers are required to participate in Duty Rotas during the school day but not at lunchtime

Teachers are expected to undertake 1265 hours annually and comply with any other reasonable request of the Principal in line with Teacher Standards

Additional Duties

Additional duties as and when required. The role may include evening and weekend working.

NUGENT AND FUNDRAISING

Nugent is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, from grant making bodies and corporate sponsorship.

All employees of Nugent are expected to behave in a way that enhances the reputation and image of the Charity. In addition staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and generally take seriously their role in raising income for the Charity at every opportunity.

EQUALITIES

Nugent affords all employees equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, sexual orientation, marital status, parental status etc. Nugent will ensure that discriminatory practices are identified and removed and non-discriminatory practices introduced in all areas of employment.

INFORMATION GOVERNANCE & CODE OF CONFIDENTIALITY

The Information Governance standards outline how employees must deal with personal information about employees, service users, corporate and finance information. It is a requirement that all Nugent employees, in the course of their work treat such personal data confidentially and comply with Nugent's confidentiality policies. A failure to comply with Information Governance standards may result in disciplinary action.

BASIC PRINCIPLES

The post holder is expected to be familiar with and work within the Basic Principles of Nugent. He/she must be prepared to operate within a Catholic Agency, while ensuring that people of other denominations and religions have their spiritual needs met.

CONDITIONS OF SERVICE

The Conditions of Service are set out in the Nugent Handbook.

Person specification for Teacher of Mathematics- Nugent House School

Please use these specifications to define your application statement.

All areas assessed through **application form, interview and references**

QUALIFICATIONS

Essential

- Educated to Degree level and PGCS or equivalent

Desirable

- Post Graduate qualification.
- NQT Status
- Qualified in Special Educational Needs.

EXPERIENCE, KNOWLEDGE & SKILLS

Essential

- Excellent communication skills.
- Planning and organisational skills.
- Has good ICT skills which can be used in teaching for learning and good presentational skills.
- Is resilient and demonstrates ability to work well under pressure. Manages time effectively.
- Ability to be a fully integrated team member and be adaptable and flexible in approach to meet the needs and aspirations of the students.
- Is committed to personal and professional development. Is reflective and learns from past experiences.
- Is willing to work within the organisational procedures and processes to meet the required standards for the role.
- Has problem solving analytical and negotiating skills.
- Ability to maintain confidentiality where appropriate.

Desirable

- Experience in subject leadership in Mathematics.

Learning & Teaching

Essential

- Good understanding of the relevant curriculum area.
- Willingness to keep up-to-date on issues concerning curriculum development
- Willingness to participate in the evaluation and monitoring of the relevant curriculum area(s) and quality assurance procedures.
- Willingness to identify and implement action points for improvement

Desirable

- Ability to plan Schemes for Learning
- Ability to offer a second subject

Professional Development

Essential

- Willingness to participate in Personal Development Review and Staff Development procedures.
- Commitment to equality of opportunity and fair treatment for all staff and students.

- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- Willingness to undertake training to complete individual training needs.
- Willingness to contribute to the design and delivery of staff development programs

Desirable

- Experience of managing Teaching Assistants in a classroom environment.

Personal Qualities

Essential

- Good interpersonal skills
- An innovative and imaginative approach.
- Good motivational skills and leadership qualities.
- Flexible, adaptable approach to teaching.
- Patience and understanding when dealing with extreme difficulties.