

TEACHER OF MATHEMATICS

Grade: MPR
Base: Tibshelf School
Responsible to: Director of Mathematics

Personnel Specification:	The postholder will be expected to have the necessary experience, knowledge and skills to undertake the duties linked to this post.
Job Summary:	To have responsibility for the efficient and effective subject delivery of Mathematics.
General Duties:	<ul style="list-style-type: none">• Working in accordance with the school's curriculum statement and policies• Being actively involved in curriculum review and development• Being a Form Tutor• Being responsible to the Director of Mathematics• Liaising with key staff and SENCO as appropriate• Teaching within the designated subject areas• Participating in appropriate meetings with parents• Carrying out a share of supervisory duties

Specific Responsibilities

The Teacher of Mathematics will be responsible and accountable to the Director of Mathematics for:

Teaching and Learning

- The teaching of Mathematics throughout the school to the relevant examination level
- Participation in the development of appropriate syllabuses, materials and Schemes of Work
- Fulfilling the demands of the National Curriculum in terms of teaching, assessment, recording and reporting
- Planning and preparing appropriate lessons and suitable teaching materials
- Ensuring that the aims of Schemes of Work are consistent with the aims of the Faculty
- Setting and subsequently marking and assessing students' work done both at school and at home in line with Faculty policy
- Maintaining the fabric of the classroom and creating a stimulating environment for students to work in
- Participation in and contribution to Staff, Faculty, Pastoral and INSET meetings
- Planning and organising visits, field studies and special activities connected with the teaching of the subject
- Organising and supporting a range of extra curricular activities
- Keeping up-to-date with new initiatives relevant to the teaching of Mathematics
- Ensuring Health and Safety issues are addressed and practised at all times
- Ensuring correct use and care of equipment and resources is maintained

Specific Roles and Responsibilities

Responsibility for:-

- 1. Key Stage 3) Participation in the development and monitoring of Schemes of Work for Mathematics which follow the recommendations of the
- 2. Key Stage 4) National Curriculum and Awarding Examinations Body.
- Involvement in the development and monitoring of the Mathematics Faculty Improvement Plan on:-
 - (a) Teaching and Learning
 - (b) Progress
 - (c) Equal opportunities and gender issues in line with the School's Equal Opportunities Policy
 - (d) ICT
 - (e) Pupil Premium
 - (f) Literacy

Outcomes

- Use attainment data to set challenging targets for the outcomes of students at both Key Stages
- Monitor student outcomes and ensure the production of appropriate data at key points in the year
- Use 3/4 levels of progress data and other forms of data to compare teaching groups
- Use 3/4 levels of progress information to compare individual student progress with their progress in other subject areas
- Provide appropriate analysis of student outcomes for the Director of Mathematics in line with the requirements of Self Evaluation within the School SES Programme
- Compile records and report on individual student progress and attainment by School Calendar deadlines
- Ensure that appropriate student progress information is provided to Tutors and other key staff to support the mentoring process
- Undertake work sampling within the Faculty on an agreed School focus
- Participate in appropriate meetings with parents

Tutor Responsibilities

- Undertake the pastoral care of a tutor group within an assigned year tutor team and to carry out related duties in accordance with the job description of the Form Tutor. This will involve line management by the appropriate Pastoral staff
- Be fully involved in the School's Student Mentor process

Performance Management

- Participate in the Performance Management process and maintain a personal CPD file

Resources

- Manage resources effectively and ensure appropriate value for money
- Ensure appropriate risk assessments are carried out for a subject activity
- Ensure as far as possible that the fabric of the school buildings, their surrounds and equipment is maintained in good condition and respected
- Maintaining up-to-date classroom displays and ensuring a high quality learning environment
- Carry out a share of supervisory duties in accordance with published rosters

NOTES

- (i) The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- (ii) 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. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy and have regard to clause 4(1)(f) of A Teacher's Conditions of Employment.
- (iii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification and amendment at any time after consultation with the holder of the post.

Carry out any other tasks/duties as required by the Headteacher in accordance with the needs of the school.