

## **JOB DESCRIPTION – TEACHER OF MATHEMATICS**

**Responsible to:** Curriculum Team Leader (CTL) Mathematics

### **Key purposes:**

- To prepare and teach lessons that fulfil the planned curriculum for Mathematics and meet the needs of all students in your teaching groups
- To be a tutor or a co-tutor
- To play an active part in the curriculum and pastoral teams to which you belong

### **Responsibilities**

#### **Learning and teaching**

- To set clear and high expectations of students in line with the aims of the Academy and the curriculum team.
- To plan lessons in accordance with the classroom essential document to meet the needs of all students in each teaching group.
- To ensure that each lesson has specific learning objectives and that tasks have specific success criteria.
- To ensure all materials and teaching strategies used are suitable and challenging for the full range of abilities in the class.
- To use available data on individual students to plan lessons appropriately.
- To set homework according to the published homework timetable and to mark it in accordance with the marking policy.
- To create a stimulating learning environment, including frequently-updated displays of students' work.
- To support and encourage participation in the extra-curricular activities of the curriculum area and Academy.

#### **Assessment and reporting**

- To incorporate Assessment for Learning strategies into lesson plans/schemes of work.
- To assess students' work against grading criteria.
- To implement an agreed system of recording and monitoring the progress of individual students
- To report on students' progress and attainment in accordance with Academy procedures
- To contribute to the setting and marking of internal assessments/tests and coursework
- To prepare for and attend parents' evenings related to the classes taught
- To be accountable for the attainment and progress of individual students in your teaching groups

#### **Curriculum**

- To contribute with other curriculum team members to the development and review of schemes of work and teaching strategies
- To keep abreast of developments in your subject

- To respond to wider school policies and agreed approaches (such as for citizenship, work-related learning, enterprise, literacy, numeracy and ICT) when planning the curriculum and schemes of work/lesson plans

### **Classroom management**

- To arrive at and begin the lesson promptly
- To ensure orderly entry to the classroom and that basic routines are followed
- To take a class register during the first part of the lesson
- To implement the Academy and the curriculum team behaviour and rewards policy and to be responsible in the first instance for discipline within the classroom
- If problems persist, to liaise with the Subject Team Leader or Curriculum Team Leader as appropriate and then the form tutor or Community Director.

### **Academy routines**

- To adhere to the aims and objectives of the curriculum area, the pastoral team and the college
- To follow all Academy and curriculum/pastoral team policies and agreed procedures
- To attend staff briefing at 8.25am each Monday and to arrive in college by 8.25am every day
- To attend scheduled meetings (or to liaise with the Principal if attendance is not possible)
- To play an active part in the curriculum and pastoral teams to which you belong
- To contribute to team action planning, review and contribute to the planned action
- To follow Academy procedures for known and unexpected absence
- To follow all Health and Safety procedures
- To carry out a break duty as part of a duty team

### **Other**

- To carry out duties and responsibilities that may be directed by the Principal and as may be deemed reasonable in negotiation with the Principal and according to ability and experience.
- Such duties/responsibilities may include:
  - Cross-curricular responsibility – for example liaison with Librarian or Media Resources Officer.
  - Curriculum responsibility – for example, leading a specific course within the curriculum area; leading a specific development for the curriculum team;
  - Student responsibility – for example oversight/monitoring/intervention with a specific group of students.

### **Selection Criteria**

- Be ambitious and well placed to support the Academy in our journey to 'Outstanding'.
- A sound understanding of the curriculum and assessment requirements for mathematics up to and including GCSE; GCE & BTEC
- Capacity to inspire and engage across KS3, KS4 and KS5 through Quality First Teaching in mathematics.
- Organisational skills of a high order.
- Classroom management of a high order.

- Practical experience and understanding of the educational needs of students in a multi-ethnic, multi-lingual, co-educational Academy.
- High expectations of students' achievement and the capacity to help students towards excellent results.
- Understanding of and commitment to the Academy's policy on equal opportunities.
- A commitment to collaborative team work
- Commitment to the role of the tutor
- Capacity to work co-operatively with staff in the faculty and the willingness to contribute to the life of the Academy.
- Willingness to run extra-curricular clubs and classes and to support the performances of the school.
- The ability to use IT as a tool for learning.
- Commitment to, and up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people