



## Teacher of Mathematics

### Job Description & Person Specification

#### Core Purpose of the Role:

The core purpose of the Teacher of Mathematics is to provide an outstanding education to the students at this Academy and support the students to achieve the highest standards in all areas of the Academy's work. This includes embracing a culture that promotes excellence, equality and high expectations of all students.

#### Main Duties

##### **1. TEACHING**

- 1.1 Plan work in accordance with departmental schemes of work and National Curriculum programmes of study.
- 1.2 Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- 1.3 Work in collaboration with Learning Support Assistants attached to any teaching group.
- 1.4 Take account of students' prior levels of attainment and use them to set targets for future improvements.
- 1.5 Set work for students absent from school for health or disciplinary reasons.
- 1.6 Maintain good classroom management by adherence to the advice given to staff in the staff handbook and elsewhere.
- 1.7 Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the Academy's behaviour code.
- 1.8 Set appropriate and demanding expectations for students' learning, motivation and presentation of work.

##### **2. ASSESSMENT, RECORDING & REPORTING**

- 2.1 Maintain notes and plans of lessons undertaken and records of students' work.
- 2.2 Mark, monitor and return work in line with Academy policy and provide constructive oral and/or written feedback and clear targets for future learning as appropriate.
- 2.3 Carry out assessment programmes (e.g. reports) as agreed by the Academy policy.
- 2.4 Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.

- 2.5 Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

### **3. PASTORAL WORK**

- 3.1 Undertake responsibility for a tutor group as required including tutor/student interviews.
- 3.2 Be the first point of contact for parents of students in the tutor group.
- 3.3 Monitor the social and academic progress of individuals in the tutor group.
- 3.4 Be prepared to undertake responsibility for delivery of the Widening Horizons programme to one or more tutor group.
- 3.5 Promote good attendance and punctuality and monitor in accordance with the Academy's attendance procedures.

### **4. PROFESSIONAL STANDARDS**

- 4.1 Support the aims of the academy to promote a "learning community".
- 4.2 Treat all members of the community, colleagues and students, with respect and consideration.
- 4.3 Treat all students fairly, consistently and without prejudice.
- 4.4 Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- 4.5 Promote the aims of the Academy by attendance at and participation in events such as open evenings. (as appropriate to their responsibilities).
- 4.6 Support the ethos of the Academy by upholding the behaviour policy, uniform regulations etc.
- 4.7 Take responsibility for their own professional development and participate in staff training when provided.
- 4.8 Reflect on their own practice as well as the practices of the Academy with aim of improving all that we do.
- 4.9 Read and adhere to the various policies of the school as expressed in the Academy Improvement Plan, the staff handbook, subject team/year team documentation etc.
- 4.10 Participate in the management of Academy by attending various team and staff meetings as published in the school calendar.
- 4.11 Undertake duties as prescribed within Academy policies. Ensure that all deadlines are met as published in the Academy calendar. Undertake professional duties that may be reasonably assigned to them by the Principal (e.g. cover, etc.).
- 4.12 Be proactive and take responsibility for matters relating to health and safety.
- 4.13 To act as a Performance Management Reviewer as directed by the Principal.

## Detailed Person Specification

All Candidates will be assessed against the following criteria:

### 1. Qualifications, Experience and Professional Development:

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Degree</li> </ul>	E	A
Teaching Experience <ul style="list-style-type: none"> <li>Demonstrated outstanding, and successful experience as a teacher in a secondary context.</li> <li>Experience of teaching students at Key Stage 3 &amp; 4.</li> <li>Excellent classroom management skills.</li> <li>Imaginative lesson preparation.</li> <li>Experience of the role of Form Tutor.</li> <li>Evidence of ongoing CPD</li> <li>Experience of planning and delivery of educational visits etc. for students</li> </ul>	E E E E E E E	A/R A I/R I A/R A A

### 2. Personal Skills and Attributes

Demonstrate personal enthusiasm and commitment to make a positive difference to children and young people	E	I/R
Demonstrate personal and professional integrity.	E	I/R
Prioritise, plan and organise themselves and others	E	I/R
Think analytically and creatively and demonstrate initiative in solving problems	E	I/R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E	I/R
Demonstrate a capacity for sustained hard work with energy and vigour	E	I/R

Demonstrate resilience and optimism	E	I/R
Effective communicator	E	A/I

3. Confidential References and Reports

Strong recommendation from all referees, including current employer	E
Satisfactory health and attendance record	E

**Reviewed and agreed on (date).....**

**Line Manager Signature.....Print Name.....**

**Postholder Signature.....Print Name.....**