

FAIRFIELD HIGH SCHOOL FOR GIRLS

JOB DESCRIPTION

1.	INTRODUCTION	
1.1	Post Title:	MAIN SCALE TEACHER – MATHEMATICS
1.2	Post Purpose:	<p>Each teacher will carry out the professional duties of a school teacher, as circumstances may require, under the reasonable direction of the Headteacher as specified in the current School Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards.</p> <p>To monitor and support the overall progress and development of pupils as a Form Tutor.</p>
1.3	Reporting to:	Headteacher through the Faculty Leader/Director of Study for Mathematics.
1.4	Liaising with:	Headteacher, Senior Leadership Team, Faculty and Subject Leaders, Heads of Year, Lead Practitioners, KS Coordinators, teachers and support staff, external agencies, pupils and parents/carers.
1.5	Working Time:	Full time as specified within the STPCD
1.6	Salary/Grade:	Classroom Teachers' Pay Scale
1.7	Disclosure level	Enhanced
2.	TEACHING:	
2.1	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.	
2.2	Planning and preparing courses and lessons.	
2.3	Teaching the pupils assigned to them according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere.	
2.4	Assessing, recording and reporting on the development, progress and attainment of pupils and in each case having regard to the curriculum for the school.	
3.	OTHER ACTIVITIES:	
3.1	Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you.	
3.2	Providing guidance and advice to pupils on education and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.	
3.3	Making records of, and reports on, the personal and social needs of pupils.	
3.4	Communicating and consulting with the parents/carers of pupils.	
3.5	Communicating and cooperating with persons or bodies outside the school.	
3.6	Participating in meetings arranged for any of the purposes described above.	

- 3.7** Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. APPRAISAL AND TRAINING:

- 4.1** To engage actively in the Teacher Appraisal process.
- 4.2** To continue professional development as agreed with the Faculty Leader/Director of Study for Mathematics and Assistant Headteacher (CPD).
- 4.3** Reviewing methods of teaching and programmes of work.

5. EDUCATIONAL METHODS:

- 5.1** Advising and cooperating with the Headteacher, Faculty Leader/Director of Study, Lead Practitioner, KS Maths Coordinators and other teachers (or any other relevant person) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

6. DISCIPLINE, HEALTH AND SAFETY:

- 6.1** Maintaining Behaviour for Learning and discipline among the pupils and safeguarding their health, safety and well-being when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.

7. STAFF MEETINGS:

- 7.1** Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

8. COVER:

- 8.1** Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them, in line with national agreements.

9. PUBLIC EXAMINATIONS:

- 9.1** Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.
- 9.2** Recording and reporting such assessments.
- 9.3** Participating in arrangements for pupils' presentation for and supervision during such examinations.

10. MANAGEMENT OF RESOURCES:

- 10.1** Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- 10.2** To assist the Faculty Leader/Director of Study for Mathematics to identify resource needs and to contribute to the efficient /effective use of physical resources.
- 10.3** To cooperate with other Faculties to ensure the sharing and effective usage of resources to the benefit of the school and the pupils.

11. ADMINISTRATION:

- 11.1** Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- 11.2** Attending assemblies, registering the attendance of pupils and supervising pupils, whether those duties are to be performed before, during or after school sessions.

12. PASTORAL SYSTEM:

- 12.1** To support the overall progress and development of pupils within Mathematics.
- 12.2** To help to monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 12.3** To act as Form Tutor and carry out the duties associated with the role.
- 12.4** To contribute to Life Skills, Citizenship, SMSC/Personal Development and Enterprise according to the school policy.
- 12.5** To assist in the implementation of Behaviour for Learning in the Faculty so that effective learning can take place.

13. SCHOOL ETHOS:

- 13.1** To fully comply with the school's Child Protection Policy (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- 13.2** To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- 13.3** To support the school in meeting legal requirements for worship.
- 13.4** To promote actively the school's corporate policies.
- 13.5** To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

14. SIGNATURES:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Dated
(Teacher)

Signed
(Headteacher)

Dated
(Headteacher)