



Job Description

Post: Part-Time Mathematics Teacher – High School

The successful applicant will be expected to teach all secondary ages including A Level and under the direction of the Head of Mathematics will have the following responsibilities:

- Adapt and follow schemes of work and Public Examination specifications.
- Set and mark work including examinations according to whole school policy.
- Assess pupil performance regularly and maintain accurate and up to date records of this performance.
- Make use of IT throughout the teaching and learning process.
- Within lessons provide differentiated learning experiences setting realistic targets and include opportunities for independent learning.
- Be aware of the special needs of each pupil as outlined in their ILP.
- Attend Parents Evenings as required.
- Contribute to the Mathematics Department clinic programme.
- Complete Progress Reviews and Reports according to school policy.
- Put up displays in classrooms and common areas.
- Attend morning briefings, staff meetings, development days, department meetings and any other committees as required.
- Organise appropriate educational visits and promote cross-curricular links.
- Through CPD maintain up to date knowledge of developments in subject area.
- Undertake such duties as are required according to the annual duty rota and daily cover sheet.
- Follow the Health and Safety Policies.

This job description may be subject to amendment upon the mutual agreement of the Head and the individual member of staff.