CHENEY SCHOOL - JOB DESCRIPTION

Job Title	Teacher of Mathematics
Faculty	Faculty of Mathematics
Reporting to	Head of Mathematics Faculty
Grade	TMS or UPS

A. Teaching

1. to teach using techniques and approaches in the Agile teaching policy to facilitate effective learning opportunities for all students
2. to teach, using a variety of methods appropriate to the abilities of each group, in accordance with school and departmental policies and the current departmental schemes of work.
3. to ensure that students work and behave well in class and to deal with unsatisfactory work or behaviour in accordance with school policy.
4. to set and mark homework in accordance with departmental policy and the homework timetable.
5. to check students' attendance and punctuality at each lesson, reporting absences and lateness promptly.

B. Resources

1. to contribute to curriculum development, through discussions at departmental meetings and by helping to prepare materials for use by all members of the department.
2. to ensure that students treat books and materials correctly and to deal with any misuse as required by the Head of Department.
3. to keep classrooms tidy and to arrange for appropriate displays of materials and of students' work.
4. to ensure that all resources are returned to storage as required and that the security of valuable or hazardous items is maintained.
5. to inform the Head of Department of any student whose work is exceptional or gives cause for concern, or is misplaced in the set in which s/he is currently being taught.

C. Records

1. to keep a mark book, containing the names of students taught and an up to date record of their progress and attendance at lessons, which should be intelligible to the Head of Department and to any teacher who might have to cover for absence.
2. to keep records of work covered with each class, as required by the Head of Department.
3. to complete grades, assessments and reports as required.

D. Parents

1. to attend parents' evenings to discuss students' progress with their parents.
2. to contribute to the production of displays and activities for occasions when the school is open to prospective parents or to the public.

E. General

1. to participate in a personal staff development/appraisal process in accordance with school policy.
2. to attend departmental meetings and teaching staff meetings and to represent the department, as required at other meetings.
3. to be familiar with and to adhere to relevant parts of the school's Health & Safety policy.
4. to comply to the Code of Conduct and Practice for Registered teachers
5. to undertake the role and duties of a tutor to a tutor group
6. to undertake such other duties as may be required from time to time.