

Job Description for Teacher of Secondary Mathematics

Duties and Responsibilities

The holder of this post is expected to carry out the professional duties described below, as circumstances may require and in accordance with the school's policies under the direction of the Head of Secondary.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues at all times and provide a welcoming environment to visitors and telephone callers.

Learning and Teaching

- Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- Ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching, including accredited courses
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the specification
- Provide a positive, co-operative and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships
- Set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's Behaviour Policy
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures
- Mark, grade and give written/verbal and diagnostic feedback as required following school policies
- Promote the intellectual, moral, spiritual, cultural, physical and personal abilities and aptitudes of the students in her/his classes and provide guidance and advice to students on educational and relevant social and other matters
- Embed UAE heritage and culture within the curriculum

Operational/Strategic Planning

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department
- Contribute to the department's development plan and its implementation

- Plan and prepare courses and lessons
- Contribute to the whole school's planning activities

Curriculum Provision

- Assist the Head of Department, to ensure that the subject area provides a range of teaching which compliments the school's strategic objectives

Curriculum Development

- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic objectives
- Remain cognisant of changes at examination level so that teaching is appropriate to board requirements

Professional Development

- Take part in the school's CPD programme by participating in arrangements for further training and professional development
- Continue personal development in the relevant areas including subject knowledge and teaching methods at both KS3, KS4 and KS5
- Engage actively in the Performance Management Review process
- Ensure the effective/efficient deployment of classroom support

Quality Assurance

- Help to implement school quality procedures and to adhere to those
- Contribute to the process of monitoring and evaluation of the subject area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek, implement modification and improvement where required
- Review from time-to-time methods of teaching and programmes of work
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Management Information

- Maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students
- Track student progress and use information to inform teaching and learning

Communication and Liaison

- Communicate with other colleagues regarding subject and student matters
- Communicate with the SEND and Wellbeing team regarding vulnerable groups and their progress
- Communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- Follow agreed policies for communications in the school
- Take part in parents' meetings
- Contribute to the development of effective subject links with external agencies

Management of Resources

- Contribute to the process of the ordering and allocation of equipment and materials
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, Subject area and the students

Pastoral System

- Be a Form Tutor to an assigned group of students if required
- Promote the general progress and wellbeing of individual students and of the subject area group as a whole
- Liaise with the Key Stage Leader to ensure the implementation of the school's pastoral system
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required
- Contribute to the preparation of action plans and progress files and other reports
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- Contribute to MSCS according to school policy
- Apply the Behaviour Policy so that effective learning can take place

A Team Player

- Maintain excellent professional relationships with colleagues by making a wider professional contribution to the continuing improvement of the school
- Plan and deliver a programme of learning opportunities and activities to enrich and enhance the taught curriculum
- Cooperate with colleagues to establish and maintain fair and consistent disciplinary practices in the classroom, around the school and on school trips, and taking active measures to protect students from all forms of abuse, including racist or sexist abuse, bullying, and any kind of corporal punishment
- Contribute actively to department discussions in academic meetings
- Actively support the school partnership with the community e.g. attending school / community events which may occasionally occur at weekends or in the evening i.e. school concerts etc.
- Promote a positive ethos across the school based on the school vision/values and a commitment to ensuring the wellbeing of students, staff, and the wider school community

Safeguarding

- Work in line with our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Skills, Qualifications and Experience

Education: Relevant UK teaching qualification: minimum of a BEd. or BA/BSc + PGCE/QTS in Mathematics.

Experience: A minimum of 2 years of full-time teaching experience in a British school either internationally or in the UK. Must have experience of teaching GCSE and A-Level.

Competencies:

- Excellent working knowledge of the UK Curriculum and the latest practices
- Excellent IT skills, communication skills, and command of the English language, in spoken and written form
- A collaborative team-player with excellent interpersonal skills
- Experience of working with EAL, ELL and SEND students
- Excellent classroom management

Attributes:

- Collaborative team player
- Empathetic listener
- Displays integrity and confidentiality
- Internationally minded
- Emotional intelligent
- Interculturally aware
- Experienced in online and classroom teaching
- Flexible and have a can-do attitude

How to apply: Please apply by including:

- A CV no more than 2 pages long that gives employment dates and current and previous employer references.
- A letter of application addressed to the principal no more than a single page outlining why you are an excellent candidate for the role

Commitment to Safeguarding Principles

Star International school and ISP are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

Commitment to Diversity, Equity, Inclusion, and Belonging

Star International school and ISP are committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of age, disability status, socio-economic background or other demographic characteristics. Candidates who share our vision

and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.