



Job Description & Person Specification

Post Title:	TEACHER OF MATHS
	In addition to the job description below this post is subject to United Learning Pay Policy and United Learning's / National School Teachers terms and conditions
Purpose:	<ul style="list-style-type: none"> • To teach high quality lessons so that all students make good progress. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students • To monitor and support the overall progress and development of students as a teacher & tutor • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential • To use the Cornerstone assessment cycle to collect and report accurate student data and to share with all parties (including parents & carers) • To implement appropriate interventions to enable all students to achieve their very best • To contribute to raising standards of student attainment • To be a member of the Maths Department and under the direction of the Head of Maths, contribute to the high standards of teaching and learning and the raising of standards of achievement.
Reporting to:	Head of Maths
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Principal / Vice Principal / teaching and support staff / LA representatives / external agencies and parents /carers
Salary/Grade:	United Learning Pay Scales, Dependant on experience
Disclosure level	Enhanced DBS
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Maths Department • To contribute to the Curriculum Area and department's improvement plan and its implementation • To plan lessons (and sequence of lessons) that allow all students to make outstanding progress using a wide range of pedagogical strategies • To contribute to the whole academy's planning activities
Curriculum Provision:	To assist the Head of Maths to ensure that the curriculum area provides a range of teaching which complements the academy's strategic objectives
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining awarding bodies

Teaching:	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere • To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students • To ensure that ICT, Literacy, Numeracy and the academy subject specialism are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching • To ensure a high-quality learning experience for students which meets internal and external quality standards • To prepare and update subject materials • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus • To maintain discipline in accordance with the academy's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework • To undertake assessment of students as requested by external examination bodies, departmental and academy policies • To mark, grade and give written/verbal and diagnostic feedback as required • To set appropriate targets for students in line with academy policy and procedure as required <p>To implement the academy policies re Homework</p>
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement academy quality control systems procedures and policies and to adhere to these • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. • To review from time-to-time methods of teaching and programmes of work • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy • To attend team meetings etc. in accordance with the academy calendar
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for student database Arbor, registers, etc. • To complete the relevant documentation to assist in the tracking of students • To track student progress and use information to inform teaching and learning
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials • To assist the Head of Maths to identify resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents/carers of students as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the academy • To follow agreed policies for communications in the academy

Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, promotional/departmental videos and displays etc. • To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc
Learning Support System:	<ul style="list-style-type: none"> • To be a Tutor to an assigned group of students • To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description • To liaise with the Head of Year and SEN to ensure the implementation of the academy's Learning Support System and mentoring • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the Academy's Policies & Procedures • To continue personal development as agreed • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate • To undertake any other duty as specified not mentioned in the above • To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed 	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</p> <p>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</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title</p>	

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed Print Name	
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Dated	
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Maths Teacher - Person Specification

Essential Criteria	Desirable Criteria	Evidence
<p><u>Qualifications:</u></p> <p>Qualified teacher status. Appropriate degree or equivalent qualification in Maths.</p>		<p>Interview Application Form References Proof of Qualifications</p>
<p><u>Experience:</u></p> <p>Strong subject knowledge. Ability to teach Maths to all abilities including creative, practical lessons. Relevant successful teaching experience. An ability to plan and prepare schemes of work.</p>		<p>Application form Interview References</p>
<p><u>Skills and ability:</u></p> <p>High standards of Maths teaching. Effective communication skills. Effective oral/written skills. Excellent interpersonal skills. Good standard of I.T. capability.</p>		<p>Interview Application Form References</p>
<p><u>Disposition/Attitude:</u></p> <p>Good organisation and time-management skills. Good interpersonal skills and an ability to communicate effectively. An ability to motivate students. A flexible approach to working. An ability to work as an integral part of the Maths team. An ability to form and maintain appropriate relationships and personal boundaries with students.</p>	<p>A willingness to contribute to extra-curricular activities.</p>	<p>Interview Task References</p>
<p><u>Commitment and other requirements:</u></p> <p>Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people. Excellent attendance record.</p>		<p>Application form Interview References</p>