# **JOB DESCRIPTION**

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Job Purpose**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher/form tutor.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student progress and outcomes.

**Areas of Responsibility**

**Operational/Strategic Planning**

* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
* To contribute to the subject area’s Development Plan and its implementation.
* To attend all CPD and department meetings.
* To plan and prepare courses and lessons to contribute to the whole school’s planning activities.

**Quality of teaching and learning**

* To regularly support the Head of Maths and SLT in assessing the quality of teaching and learning.
* To develop a programme of professional development to bring about outstanding pedagogy across the department.
* To be the lead mentor and coach for the subject to develop the personalised development programmes for staff with focus on effective subject pedagogy.

**Curriculum Provision**

* To assist the Head of Maths in ensuring that the curriculum area provides a range of teaching which supports the School Improvement Plan.

**Staff Development: Recruitment/Deployment of Staff**

* To take part in the School’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the School.

**Quality Assurance**

* To help to implement School quality procedures and to adhere to those.
* To 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.
* 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 School.

**Management of Information**

* To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (SIMS), 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

**Pastoral System**

* To be a form tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the form tutor group as a whole. To liaise with the Director of Learning to ensure the implementation of the School’s Pastoral System.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* To contribute to the preparation of Action Plans and progress files and other reports
* To alert the appropriate staff (Safeguarding Lead) to problems experienced by students where there is safeguarding concern in accordance with the School’s Safeguarding policy and training.
* To 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.
* To consistently apply the Behaviour Management systems so that effective learning can take place.

**Teaching**

* To 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.
* 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 subject specialism(s) are reflected in the teaching/learning experience of students.
* 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 School’s procedures 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, the subject area and School procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required by your department.

**Other Specific Duties**

* To continue personal development as agreed at appraisal.
* To engage actively in the performance review process.
* To address the appraisal targets set by the line manager each Autumn Term.
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Body (STPCB) or as requested by the Headteacher if not mentioned in the above.
* To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To support the School in meeting its legal requirements for worship.
* To comply with the School’s Health and Safety policy and undertake risk assessments as appropriate.
* To adhere to the School’s Dress Code.