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| **Post** | General Teacher of A Level Mathematics and Further Mathematics |
| **Responsible to:** | Head of Mathematics |
| **Purpose** | Teaching students on A Level mathematics process |
| **Key Accountabilities** | Teaching  General |
| **Remuneration** | Sixth Form College Association pay scale + outer London allowance – salary award pending |
| **Version** | January 2021 |

**Teaching**

* Planning and preparing courses and lessons.
* Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in College and elsewhere.
* Assessing, recording and reporting on the development, progress and attainment of students, in each case having regard to the mission and curriculumof the College.
* Ensure careful supervision of practical work in accordance with the College Health and Safety policy.
* Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
* Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
* Making records of and reports on the personal and social needs of students.
* Communicating and consulting with the parents/guardians of students.
* Communicating and co-operating with persons or bodies outside the College.
* Participating in meetings arranged for any of the purposes described above.
* Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
* Participating in arrangements made for the appraisal of your performance.
* Participating in arrangements for your further training and professional development.
* Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
* Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
* Participating in meetings at the College which relate to the curriculum for the College or the administration of organisation of the College, including pastoral arrangements.
* Supervising and so far as practicable teaching any students whose teacher is not available to teach them provided that no teacher shall be required to provide such cover:
  + after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or
  + where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the College for two or more working days before the absence commenced; unless:
    - she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher'); or
    - the College have exhausted all reasonable means of providing a supply teacher to provide cover without success; or
    - she/he is a full-time teacher at the College but has been assigned by the Principal in the timetable to teach of carry out other specified duties (except cover) for less than 75% of those hours in the week during which students are taught at the College.
* Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
* Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

# Other Duties

* Within these specific requirements, all staff are expected to foster a lively and enthusiastic atmosphere within the subject for both students and staff.
* To be responsible for managing risk within your own classroom and acting appropriately if there is a concern.
* To assess and respond to Health & Safety hazards within the department. Where Health & Safety issues are specifically job-related, reference to these will be made in the departmental handbook for additional guidance.
* To act as a role model in promoting the ethos of the College.
* To contribute to the strategic objectives of the College as required.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Educated to Honours degree level |  |  |
| Qualified Teacher Status |  |  |
| A record of sustained outstanding classroom practice |  | ✓ |
| Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance. |  |  |
| Evidence of a commitment to further professional study to post graduate Diploma, Masters or Doctorate level |  | ✓ |
| An understanding of the linear A-level curriculum for Mathematics |  |  |
| An understanding of the linear A-level curriculum for Further Mathematics |  | ✓ |
| Willing and able to take responsibility. |  |  |
| Ability to work within a team. |  |  |
| A high tolerance of stress. |  |  |
| A high level of problem analysis and solving. |  |  |
| Understanding of impact of decisions. |  |  |
| Awareness of the appropriateness and practicality of options. |  |  |
| Effective written and verbal communication skills. |  |  |
| Ability to listen/observe/acknowledge. |  |  |
| An excellent ability to plan and organise with clarity and attention to detail. |  |  |
| Good time management and ability to prioritise. |  |  |
| Good project management skills. |  |  |
| Good initiative and creativity. |  |  |
| Good sense of humour. |  |  |