

JOB DESCRIPTION – TEACHER OF MATHS

Purpose:	<p>Under the direction of the Deputy Headteacher:</p> <ul style="list-style-type: none"> • To support the ethos of the school. • To be responsible for leading and developing KS3 and KS4 Maths with high quality schemes of work and using data from various sources to lead teaching. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils. • To contribute to raising standards of pupil attainment and achievement within the whole subject area and to monitor and support pupil progress. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Working Time:	Part-time. 2or 3 days
Salary/Grade:	Teachers' Pay Scale MPS/UPS plus SEN allowance
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
General Responsibilities	<ul style="list-style-type: none"> • To coordinate interventions and target underperformance. • The day-to-day management, control and operation of KS3 and KS4 Maths. • To assist in monitoring and following up pupil progress. • To ensure that within the programmes of study there are sufficient challenge. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To support all pupils so that they are able to access their learning and that barriers to learning are overcome. • Use data effectively to identify pupils who are underachieving in Maths and create and implement effective plans to support those pupils where necessary. • To line manage a HLTA in maths. •
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate key-stage syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the Maths curriculum area. • To produce the Maths improvement plan and its implementation. • To plan and prepare courses and lessons.
Curriculum Provision	<ul style="list-style-type: none"> • To ensure that the Maths curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development	<ul style="list-style-type: none"> • Have a secure knowledge of the relevant subject and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To maintain accreditation with the relevant examination and validating bodies.

<p>Staffing</p> <p>Staff Development:</p>	<ul style="list-style-type: none"> • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Appraisal Process.
<p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • 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
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • To ensure the effective operation of quality assurance systems. • To contribute to the process of monitoring and evaluation of the curriculum area/development in line with agreed school quality assurance 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.
<p>Management Information</p>	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor and to pupil progress using school systems and use information to inform teaching and learning.
<p>Communications</p>	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
<p>Teaching</p>	<p>Plan and teach well-structured lessons</p> <ul style="list-style-type: none"> • To impart knowledge and develop understanding through effective use of lesson time • To promote a love of learning and children’s intellectual curiosity • set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired • To reflect systematically on the effectiveness of lessons and approaches to teaching • To contribute to the design and provision of an engaging curriculum within the relevant subject area(s). • Develop and implement policies and practices for Maths which reflect our school’s commitment to high achievement, effective teaching and learning <p>Adapt teaching to respond to the strengths and needs of all pupils</p> <ul style="list-style-type: none"> • To know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively • To have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these • To demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development • To have a clear understanding of the needs of all pupils, including those with special educational needs and be able to use and evaluate distinctive teaching approaches to engage and support them.

	<p>Make accurate and productive use of assessment</p> <ul style="list-style-type: none"> • To know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements • To make use of formative and summative assessment to secure pupils' progress • To use relevant data to monitor progress, set targets, and plan subsequent lessons give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
<p>Pastoral</p>	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of pupils • To promote the general progress and well-being of individual pupils • To ensure the implementation of the school's Pastoral System. • To apply the Behaviour management systems so that effective learning can take place. • To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents/carers of pupils with multi agencies who are working with the families. • To contribute to PSHE and citizenship and enterprise according to school policy. • To apply the Behaviour management systems so that effective learning can take place.
<p>Responsible for:</p>	<p>The provision of a full learning experience and support for pupils</p>
<p>Responsible to:</p>	<p>Deputy Headteacher, Headteacher</p>
<p>Other Specific Duties:</p>	

- Make a positive contribution to the wider life and ethos of the school.
- To actively promote the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

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 and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.