



Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Mathematics Teacher
Reports To	Head of Mathematics
Contract Type	Permanent
Role	0.4
Working Pattern (Days)	2
Working Hours (Time)	13
Pay Range	MPS/UPS

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

Job Purpose

A Teaching and Learning responsibility point may be awarded for: undertaking sustained additional responsibility to ensure continued delivery of high quality of teaching and learning
Context of the post

The post holder will take part in an annual Appraisal at which targets will be set and development needs identified. From time to time s/he will review her/ his own methods of teaching and programmes of work and to participate in arrangements for further training and professional development.

Main Duties & Responsibilities

As a member of the Department, the teacher is directly responsible to the Head of Department, and is individually accountable for:

- the progress of students within the subject
- the quality of teaching and learning
- a planned and varied programme of educational experience
- the behaviour and attainment of students



Watford Grammar School for Girls

To teach to all ages and abilities to GCSE, and A Level consistent with qualifications, the specifications of the post, and previous experience. In planning lessons, due regard must be given to the following:

- lessons must have clear objectives and thinking skills should be used;
- students must be aware of these objectives;
- lesson content should be appropriate;
- teaching methods should motivate, engage and challenge students;
- the timing of the work to ensure syllabus completion;

To work closely with the Head of Department and to contribute to the Department's teaching resources.

To contribute to the setting and marking of internal examinations and to assist in the marking and moderating of assessed work for the external examinations of the courses and subjects taught.

To attend departmental staff and parents' meetings which relate to curriculum matters, organisation, pastoral arrangements and administration of the school.

To assist with the extended curricular activities organised by the Department and the school.

To be responsible for the safety of students in his/her care.

Upper Pay Scale

As their careers progress teachers will be expected to extend the depth and breadth of knowledge, skill and understanding that they demonstrate in meeting the standards (Teaching Standards).

The member of staff applying for or awarded the Upper Pay Scale is expected to demonstrate that they are:

- Highly competent in all elements of the relevant teaching standards
- That their achievements in and contribution to the School are substantial and sustained and they have contributed towards the development of others.

Form Tutors

All teachers are expected to be Form Tutors. This role involves:

- Attending assemblies, daily registration of and spending time with the tutor group, including carrying out general Form administration.
- Knowing and having overall responsibility for each individual in the tutor group.
- Helping each pupil to cope with her difficulties: at times this will demand a disciplinary response, at others advice or a helping hand, or the sharing of experience and ideas.
- Communicating essential information concerning the students in the Form group to the Head of Year or the Pastoral Director of the Key Stage.
- Being a 'resource' to other members of staff: the Tutor has first-hand knowledge of students which may be valuable to other members of staff.
- Recording essential information for the students' personal files and ensuring that this record is



Watford Grammar School for Girls

kept up-to-date.

- Monitoring progress and to co-ordinating subject reports to parents and to consulting them when necessary.

Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
 - i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
 - ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
 - iii. Showing tolerance of and respect for the rights of others
 - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - v. Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.



Watford Grammar School for Girls

Signed: Headteacher	Date:
Signed: Postholder	Date:



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