

## **JOB DESCRIPTION**

**Job Title:** Maths Teacher

**Grade:** MPS/UPS + SEN

**Purpose of the Job:**

To monitor the delivery of curriculum activity within a designated part of the school and to teach to the highest standards of classroom practice and organisation.

To act as key worker to a designated group of young people.

**Duties and Responsibilities:**

**General Responsibilities:**

- To teach designated young people.
- Assessment, recording and reporting on the development and progress of designated young people in particular those with SEN.
- Communication and consultation with the parents/carers of young people assigned for teaching.
- To offer guidance and support to young people as appropriate.
- To participate in the preparation of young people for public examinations and end of Key Stage assessment
- To participate in any arrangements for Appraisal within the agreed framework.
- To ensure that you fulfil your professional safeguarding responsibilities as set out in the Trust safeguarding policy and relevant government guidance.

**Specific Responsibilities:**

- With the support of the Principal, Vice Principal, the Centre Lead and Curriculum Heads:
  - a. To participate in maintaining and developing the aims and objectives of the Trust.
  - b. To implement a broad, balanced and relevant curriculum as entitlement.
  - c. To participate in regular review and monitoring of curriculum delivery.
  - d. To be a member of the relevant curriculum group.
- To participate in centre meetings and whole school activities.
- To maintain continued personal professional development in line with centre and whole school policies to operate appropriate systems of young people's management.
- Regular monitoring and reporting of individual progress; reviewing as appropriate.
- To manage efficiently any physical and financial resources allocated giving reports as requested and ensuring health & safety at all times.
- To participate in the development and maintenance of effective communication within the Trust; and with parents, schools and relevant agencies.
- To promote value systems, high morale, leadership and liaison within the community.

Any other duties as commensurate within the grade in order to ensure smooth running of the Trust.

**Other responsibilities:**

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. To be able to teach Personal Development as required.
10. May be required to work at any other sites within TDET as the needs of the Trust dictate.
11. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
12. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
13. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Centre Team, Maths Curriculum Team  
**Responsible to:** Centre Leader, Director of Maths  
**Responsible for:** n/a

**Job description issued after consultation**

**Signature of the Principal**.....

**Date** .....

**Copy received by**

**Signature of the Post holder**.....

**Date** .....

