



## **JOB DESCRIPTION**

### **1. JOB TITLE - Teacher of Teacher of Mathematics**

### **2. LINE MANAGEMENT - RESPONSIBILITY TO AND FOR**

Required by the School Teachers' Pay and Conditions document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school, and to report for the purposes of day to day management to the Head of Faculty.

### **3. JOB PURPOSE**

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Colmers School and Sixth Form College and the Faculty.

### **DUTIES AND RESPONSIBILITIES**

- In consultation with the Head of Faculty, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Colmers Way Curriculum and School Improvement priorities.
- In accordance with the Colmers Way Curriculum and the faculty Schemes of Learning, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Commit to continued development of your personal expertise within your subject area
- Make a positive impact on the educational progress of all pupils within your teaching groups and across the school as a whole.
- Support the progress and well-being of each individual student by providing feedback, guidance and advice to students to support their progress and personal development.
- Assess, record, feedback and report on the development, progress and attainment of the students assigned to you in line with the Colmers Way Curriculum and the school milestone assessment cycle.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Attend and contribute positively to meetings, carry out administrative tasks and duties as part of team Colmers, as specified in the Staff Handbook.
- Support the implementation of The Colmers Way Pastoral, including our Behaviour for Learning policy and the delivery of the pastoral curriculum.
- Implement the Colmers school policies and systems with regard to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
- Participate in full staff and faculty meetings contribute to decision making and consultation procedures
- Promote diversity, equity and inclusion

- Participate fully in professional learning and the Colmers School Performance Appraisal process, engaging in professional development activities so as to enhance personal performance, fulfil personal potential and contribute to school improvement at Colmers
- Manage, direct, support and supervise as appropriate any designated employees and other people as specified by the Head of Faculty e.g. TA's, Technicians and Support Staff
- Establish individual active links with industry and business in order to extend both student learning and your own professional development
- Contribute to PSHE and work related learning and other cross curricular themes as specified within the school calendar
- Promote teamwork and ensure effective and positive working relations

#### **ADDITIONAL SPECIFIC RESPONSIBILITY**

- To be a Form Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the requirements for Form Tutors

#### **GENERAL DUTIES**

- To carry out a share of supervisory duties in accordance with published rotas
- To participate in appropriate meetings with colleagues and parents and carers, relative to the above duties

#### **RESOURCES**

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, SIMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Teaching Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and associate staff)

#### **4. CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

Employees will be expected to comply with any reasonable request from a manager to undertake work from a similar level which is not specified in this job description.

Employees are expected to be courteous to colleagues, dress smartly, and provide a welcoming environment to visitors and telephone callers.

#### **5. SPECIAL CONDITIONS**

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

## **6. REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

## **7. SAFEGUARDING**

The jobholder is expected to observe their obligations in accordance with the School's Child Protection Policy and the document 'Keeping children safe in education: Information for all school staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

## **8. PHYSICAL AND INFORMATION RESOURCES**

To be cautious and conscientious about the sharing of data protection of staff and students, keep ICT and site access well-protected from improper use.

## **9. REHABILITATION OF OFFENDERS ACT 1974**

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.

If during the course of their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

## **10. HEALTH AND SAFETY**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## **11. CONFIDENTIALITY AND DATA PROTECTION**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

## **12. EQUALITY AND DIVERSITY**

Colmers School & Sixth Form College is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this

commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

### **13. TRAINING AND DEVELOPMENT**

Colmers School & Sixth Form College has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **14. MOBILITY**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the school they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

Job Description issued following consultation: -

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Signature of Headteacher

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Post holder

Date.....

Date.....