



## CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

### TEACHER OF MATHS

Grade/TLR:	Teachers/No TLR
Contract:	Permanent
Conditions:	Teachers National Pay & Conditions
Reports To:	The post is professionally responsible to the Head of School but will report to and take direction from; the Head of Maths or designated member of SLT on a day to day basis.
Location:	Within the School site

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### **Context**

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

The Chestnut Grove mathematics curriculum gives equal opportunities for students to discover the complexity, beauty and elegance of mathematics as well as its applications, in order to succeed at university and in employment and to lead fulfilling, critically engaged lives.

### **Main responsibilities of the post:**

#### **1. Teaching & Curriculum**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and at home.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- To ensure a high quality teaching and learning experience for students; this must meet internal and external quality standards;

- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework;
- To undertake assessment of students' work as requested by external examination bodies, departmental and school procedures;
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for Maths students.
- To contribute to raising standards of student attainment;
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives and to plan and prepare lessons following the school's policy
- To contribute to the department's Improvement Plan.

## **2. Staff & Resources**

- To contribute to the process of the ordering and allocation of equipment and materials, assisting the Head of Department to identify resource needs;
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- To continue personal development in the relevant areas including subject knowledge and teaching methods;
- To engage actively in the Performance Management Review process and take responsibility for own development.
- To ensure the effective/efficient deployment of classroom support;
- To work as a member of the department and to contribute positively to effective working relations within the school.

## **3. Quality Assurance**

- To help to implement and adhere to school Monitoring, Evaluation and Review procedures
- To review regularly methods of teaching and programmes of work;

#### **4. Information, Communication & liaison**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor, registers etc.
- To complete the relevant documentation to assist in the tracking of students and use this to inform learning and teaching
- To communicate effectively with students, staff, parents and with persons or bodies outside the school where appropriate;
- To take part in marketing and liaison activities such as Open Evening, Parents' Evenings, Action-planning days and liaison events with partner schools;
- To contribute to the development of effective subject links with external agencies.
- To follow agreed policies for communication in the school.

#### **5. Student & Pastoral Responsibilities**

- To be a Form Tutor to an assigned group of students, promoting the general progress and well-being of individual students, alerting the Raising Standards Leader to any issues as appropriate.
- To register students, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records; this includes participating in Academic Monitoring and providing reports as requested.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff;
- To contribute to the Health curriculum according to school policy;
- To apply the school's Behaviour Management Policy and systems so that effective learning can take place.

#### **6. Other key responsibilities**

- Any other appropriate activity reasonably requested of you by the Headteacher or member of SLT

- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To be fully aware of and understand the duties and responsibilities from the *Children's Act 2004* and *Working Together* in relation to child protection and safeguarding children, young people and vulnerable adults.
- To ensure that the line manager or designated safeguarding officer is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware of and abide by all relevant school policies (ie Health & Safety, GDPR, Code of Conduct).
- To be aware of, and support difference and ensure Equal Opportunities for all

### **Person Specification**

The successful candidate must satisfy the Appointments Panel that they meet the following.

#### **1. Essential Qualifications**

- Qualified Teacher Status
- Relevant qualification to teach Maths to an advanced level

#### **2. Competencies & Skills**

- Evidence of successful teaching across a wide range of abilities
- Up to date knowledge of the Maths curriculum and assessment procedures
- Knowledge and understanding of the processes by which students can achieve highly.
- Excellent organisational and classroom management skills;
- Ability to analyse and use data to set and monitor targets;
- The ability to motivate and inspire students to achieve their potential

### 3. Personal Traits

- An excellent record of attendance and punctuality.
- Excellent inter-personal and communication skills
- Ability to be proactive, self-starting, enthusiastic and committed.
- Ability to work under own initiative and take ownership for key tasks.

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*