



Post Title: **Teacher of Mathematics 1 Year Maternity Cover**

- Purpose:**
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
 - To monitor and support the overall progress and development of students as a teacher/Form Tutor.
 - To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
 - 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.

Reporting to: Head of Department

Responsible for: The provision of a full learning experience and support for students.

Liaising with: Leadership and Senior Management Team, teaching/support staff, LA representatives, external agencies and parents.

Working Time: 195 days per year. Full-time (Temporary – 1 year)

Disclosure level Enhanced

MAIN (CORE) DUTIES

**Operational/
Strategic
Planning**

To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department

To contribute to the Curriculum Area and department's development plan and its implementation.

To plan and prepare courses and lessons.

To contribute to the whole school's planning activities.

**Curriculum
Provision**

To assist the Head of Department, the Assistant Head (Curriculum), to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

**Curriculum
Development
bodies**

To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding and the school's Mission and Strategic Objectives.



Staffing	To take part in the school's staff development programme by participating in arrangements for further training and professional development.
Staff Development	To continue personal development in the relevant areas including subject knowledge and teaching methods.
Recruitment	To engage actively in the Performance Management Review process (when relevant).
Deployment of Staff	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.
Quality Assurance	To help to implement school quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To participate in a 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.
Management	To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. To complete the relevant documentation to assist in the tracking of students. To track student progress and use information to inform teaching and learning.
Communications:	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.
Marketing and Liaison	To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools. To contribute to the development of effective subject links with external agencies.



Management of Resources

To contribute to the process of the ordering and allocation of equipment and materials.

To assist the Head of Department to identify resource needs and to contribute to the efficient/.effective use of physical resources.

To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Pastoral System

To be a Form Tutor to an assigned group of students.

To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.

To register students, accompany them to assemblies, 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 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 students and to make recommendations as to how these may be resolved.

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 PSHE and citizenship and enterprise according to school policy.

To apply the behaviour management systems so that effective learning can take place.

Teaching:

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 elsewhere.

To assess, record and report on the attendance, progress, and development and attainment of students and to keep such records as is required.

To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.

To undertake a designated programme of teaching.



To ensure a high quality learning experience for students which meets internal and external quality standards.

To prepare and update subject materials.

To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.

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 as requested by external examination bodies, departmental and school procedures.

To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties:

To play a full part in the life of the school community to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To support the school in meeting its legal requirements for worship.

To promote actively the school's corporate policies.

To continue personal development as agreed.

To comply with the school's Health and Safety policy and undertake risk assessment as appropriate.

To comply with the school's Safeguarding policies and arrangements

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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: April 2019

Experience	Experience of teaching Maths at two key stages	Essential
	Pastoral experience as a form tutor	Desirable
Qualifications and Training	PGCE	Essential
	Relevant Degree	Essential
	QTS	Desirable
Knowledge and Skills	Excellent classroom practitioner with an ability to teach to GCSE	Desirable
	Experience of teaching of A-level	Desirable
	Ability to work collaboratively with colleagues to promote effective practice.	Essential
	Good communication skills with people at all levels;	Essential
	Ability to gain respect of pupils through manner of confidence and authority;	Essential
	Able to organise own workload in the context of varied tasks;	Essential
	Attention to detail	Essential
	Know how to improve the effectiveness of assessment practice in the workplace	Desirable
	Ability to contribute to curriculum development.	Desirable
	Have a knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.	Essential

Personal Qualities	Able to work calmly under pressure;	Essential
	Ability to critically evaluate own performance and make any necessary changes to be more effective	Desirable
	Commitment to the Christian Ethos of the school	Essential
	Enthusiasm	Essential
	Honest, reliable, loyal	Essential
	Positive Reference	Essential