

**JOB DESCRIPTION – Teacher of Mathematics**

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**Job title: Subject teacher/ Form tutor**

**Pay scale: MPS/UPS**

**A. GENERAL STATEMENT**

*You will perform such duties as may be required of you by the current School Teachers' Pay and Conditions document and guidance on School Teachers' Pay and Conditions and subject to any amendments due to government legislation.*

*Your duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.*

*You will perform such other duties as may reasonably be expected by the Headteacher in line with the expectations of your post.*

**B. PRINCIPAL RESPONSIBILITIES**

1. To be responsible for the education, safety and welfare of designated groups of pupils, in accordance with the terms of the Teachers Conditions of Employment, having due regard to:
  - a. Policies of the L.E.A.
  - b. Policies of the Governors
  - c. The Schools aims, objectives and philosophy
  - d. School policies
  - e. Agreed routines
2. To be responsible for Personal Health and Safety, in line with current legislation.
3. To share in the corporate responsibility for the discipline of all pupils.
4. To share in the corporate responsibility for the care of pupils, with particular reference to Child Protection procedures.
5. To contribute to the continuous development of the school.

**C. ACCOUNTABILITY**

- As a subject Teacher you are immediately responsible to the Head of Department for Mathematics.
- As a form tutor you are immediately responsible to the SLT.
- All staff are ultimately responsible to the Headteacher.
- You are responsible for Teaching Assistant(s) working in your class

**D. SPECIFIC TEACHING DUTIES:**

1. Prepare and teach lessons of a high standard following agreed school policies on teaching and learning and agreed programmes of study
2. Carry out the necessary assessments including baseline assessment, formative and summative assessments in line with agreed policies
3. Contribute to agreed practices for monitoring the academic, behavioural and social welfare of students.
4. Maintain discipline in accordance with school policies and demonstrate good practice with regard to attendance, uniform, punctuality, behaviour, etc. and administer the Schools Points Scheme within the classroom.
5. Contribute to agreed practices of subject and school development, record keeping, monitoring, evaluation of lessons and development and maintenance of resources.
6. Engage in continuous professional development in relevant areas.
7. To ensure that classroom assistants are aware of their duties in the classroom, and that they make a positive contribution to children's learning.
8. To maintain a high level of classroom display and tidiness.
9. To ensure a disciplined working environment.
10. To ensure that individual behaviour and curriculum targets are negotiated with children.
11. To teach the Mathematics curriculum across the School
12. To undertake morning break and after school duties as required, within directed time.
13. To attend and take assembly as per agreed timetable.
14. To participate in the following meetings: Whole Staff Meetings, Teachers Meetings and Focus Group Meetings.
15. To attend INSET Days/non-contact time as per school procedures.
16. To attend School functions within agreements for the use of Directed Time.
17. To take part in Performance Management arrangements, as set out in the School's Policy (see also section F below).
18. To ensure that reports for Annual Reviews are typed up to the agreed format and available a week in advance of Review dates. To attend Annual Reviews as appropriate.
19. To ensure that mid-year and annual reports to parents are typed up to the agreed format by agreed dates.

**E. ADDITIONAL RESPONSIBILITIES - to be negotiated with Line Manager****F. PERFORMANCE MANAGEMENT***Knowledge and Understanding*

- Demonstrate a thorough and up to date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.

*Teaching and Assessment*

- Demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet students' learning needs.
- Demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management.

- Demonstrate that you consistently and effectively use information about prior attainment to set expectations for students and monitor progress to give clear and constructive feedback.
- UPS : Make a distinctive contribution to raising students' standards.

*Student Progress*

- Demonstrate that, as a result of effective teaching, students achieve well relative to their prior attainment, making progress which is as good as or better than similar students nationally.

*Wider Professional Effectiveness*

- Take responsibility for own professional development and use outcomes to improve your teaching and students' learning.
- Make an active contribution to the policies and aspirations of the school.
- UPS : Seek to share your expertise with colleagues.
- UPS : Take advantage of appropriate opportunities for professional development.
- UPS : Use professional development effectively to improve students' learning.
- UPS : Contribute effectively to the work of the wider team.
- UPS : Play a critical role in the life of the school.

*Professional Characteristics*

- Demonstrate that you are an effective professional who challenges and supports all students to do their best through:
  - o Inspiring trust and confidence.
  - o Building team commitment.
  - o Engaging and motivating students.
  - o Analytical thinking.
  - o Taking positive action to improve the quality of students learning.
  - o UPS : providing a role model for teaching and learning

Signed: .....

Date: .....

Signed: .....

Date: .....