

## **JOB DESCRIPTION – TEACHER OF MATHS (POSSIBLE TLR)**

### **Job details**

**Salary:** MPS

**Reporting to:** Head of Maths

### **MAIN PURPOSE**

A well-qualified teacher of Maths across all key stages, including to A level.

The post is suitable for an experienced teacher, or a newly qualified teacher and we welcome applications from both.

### **DUTIES AND RESPONSIBILITIES**

- To prepare and teach lessons that fulfil the planned curriculum and meet the needs of all students in your teaching groups
- Set clear and high expectations of students in line with the aims of the school
- Plan, resource and teach lessons, using available data on individual students to meet the needs of all in the class
- Set, mark and assess work to be carried out by students in lessons and as homework
- Record, track and monitor the progress of individual students and complete reports as required
- Communicate with parents re students' progress and attend parents' evenings related to the classes taught
- Maintain good order and discipline among students and safeguard their wellbeing both in school and in authorised school activities elsewhere
- Create a stimulating learning environment and be responsible for maintaining health and safety within it
- With others as appropriate, prepare courses of study, teaching materials and teaching programmes that meet the requirements of exam specifications;
- Participate in meetings relating to the department's responsibilities and development.
- As a tutor, to provide pastoral and academic support to a group of students
- Build students' responsibility for high standards of work, behaviour, attendance, uniform and punctuality
- Register the attendance of students and implement the school's attendance policy to follow up absence and raise attendance
- Deliver the agreed PSHE and worship programme
- Contribute to the school's commitment to raising achievement for all
- Contribute to and promote the school's Christian ethos in all your actions
- Carry out the professional duties of a schoolteacher, including participation in performance management within the school scheme
- Participate in and take responsibility for your training and professional development
- Carry out a share of supervisory duties in accordance with published rosters



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- Implement all whole school and local authority policies.
- Ensure a consistent ethos in line with The Archbishop's School Code of Conduct

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<p>Qualified Teacher Status</p> <p>Degree or equivalent</p>
<b>PROFESSIONAL DEVELOPMENT</b>	<p>Evidence of a commitment to own professional development</p> <p>A passion for your subject and a creative approach to engaging students in the subject</p>
<b>TEACHING &amp; LEARNING</b>	<p>Excellent classroom practitioner</p> <p>Ability to raise standards</p>
<b>KNOWLEDGE</b>	<p>Use of assessment and attainment information to improve practice and raise standards</p> <p>Use of strategies to promote good learning</p> <p>Strategies to enhance teaching and learning</p> <p>Use of intervention strategies to address issues identified</p>
<b>SKILLS &amp; ATTRIBUTES</b>	<p>An understanding of the importance of, and the desire to engage with and inspire young people whatever their challenges</p> <p>Strong written communications and presentation skills</p> <p>Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines</p> <p>Strong emotional intelligence that is attuned to supporting students, parents and staff</p> <p>Experience of using data for school improvement</p> <p>A person of judgement with a high degree of professionalism and integrity, who will uphold the Christians values of the school and see students as the absolute priority</p> <p>Positive student behaviour management skills</p>
<b>PERSONAL CHARACTERISTICS</b>	<p>Capacity to work very hard under pressure</p> <p>Approachable</p> <p>Committed</p> <p>Empathetic</p>



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	Enthusiastic
	Resourceful
	Resilient
	Determined