

Willows High School Job Description

Job Title:	Teacher of Mathematics
Post reference Number:	ED50025656
Grade:	MPS/UPS
Hours:	Full Time
Special Conditions Applying:	Enhanced DBS Check, EWC Registration
Reporting Arrangements:	Subject Leader

Job Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a Teacher/Form Tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Main Responsibilities:

Teaching:

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in the school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To provide guidance and advice to pupils on educational and social matters.
- To undertake a designated programme of teaching ensuring all lessons are fully prepared and resourced.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials and maintain a stimulating environment.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil 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 pupils as requested by external examination bodies, departmental and school procedures.
- To mark and give written/verbal and diagnostic feedback as required.

Strategic Planning:

- To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the curriculum.
- To contribute to the curriculum and subject area's self-evaluation & development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision & Development:

- To assist the Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change, to ensure the continued relevance to meet the needs of pupils, examining and awarding bodies and the school's mission objectives.

Staffing:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- 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 assurance procedures and to adhere to these.
- To contribute to the process of monitoring and evaluation of the curriculum area/subject in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To 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 Information:

- To maintain appropriate records and provide relevant accurate and up-to date information for Arbor, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communication & Liaison:

- To communicate effectively with the parents of pupils 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.
- To take part in liaison activities such as 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 Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical/digital 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 pupils.

Pastoral System:

- To be a Form Tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the Tutor Group as a whole.
- To liaise and work with the Welfare Team to ensure the implementation of the school's pastoral system.
- To register pupils, 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 pupils and keep up-to-date pupil 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 pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To contribute to PSHE, Citizenship, Enterprise and the development of Character according to school policy.
- To maintain good order and discipline with all pupils, safeguard their health and safety both when they are in the classroom, when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To apply the behaviour management systems so that effective learning can take place.

Personal Welfare:

- To inform your line manager or other official of any issues that may affect your happiness in your role and overall effectiveness within the school, or that of other colleagues or pupils.

Corporate:

- To play a full part in the life of the school community and contribute to the overall ethos, vision and mission of the school in line with 'The Willows Way'.
- To participate actively in supporting the principles and practices of equality of opportunity as laid down in the school's Equal Opportunities Policy.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation.
- To be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to the appropriate school officer.
- To participate in training and other learning activities and performance development as required.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To support the school in meeting its legal requirements for daily reflection.

As a term of your employment you may be required by the Headteacher to undertake such other duties, and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

Date Completed:	_____
Agreed By:	_____
Date Received by Post Holder:	_____
Signature of Post Holder:	_____