

Range High School

Job Description

<u>Post:</u>	Full-time teacher of Mathematics Temporary for one year in the first instance
<u>Grade:</u>	Main Scale or UPS
<u>Responsible to:</u>	Subject Curriculum Area Leader
<u>Job Purpose</u>	To prepare, manage, teach, mark and evaluate pupils' work in accordance with departmental policy and to standards agreed within the department.

Main Duties

- Teach pupils assigned to her/him and liaise with parents/carers where needed.
- Manage classroom teaching and learning in order to achieve lesson aims and objectives as effectively as possible.
- Set and assess homework in accordance with faculty policy and the homework timetable.
- If absent from school, whenever possible, provide appropriate work for teaching groups affected.
- Assess pupils' work on a regular basis.
- Be aware of and use, individual pupil current attainment and targets, to direct work appropriately to the pupil.
- Meet agreed and identified departmental targets regarding content; ensuring the appropriate level of challenge in lessons
- Use the systems of reward and sanctions, in accordance with school policy.
- Keep an up-to-date record of work undertaken with pupils, in accordance with department guidelines.
- Complete assessments, internal data and reports on pupils taught, in accordance with school and departmental procedures.
- Attend relevant parental meetings and provide up to date and appropriate information on pupils taught.
- Attend and participate in departmental and pastoral meetings, as scheduled.
- Participate in the agreed system of performance management.
- Engage in Continuous Professional Development.
- Support the Head of Faculty in the performance of his/her duties.

General

1. Promote good order and discipline in accordance with school rules and policies.
2. Carry out supervision of pupils at times and places specified in published rosters.

3. Ensure that pupils have regard for other pupils, and the good condition and security of all school equipment and premises.
4. Attend staff meetings as required.
5. Attend Presentation Evenings, School Open Evenings and New Intake Parents' Evenings as appropriate.
6. The post holder shall devote his/ her whole working time to the services of the school. During working hours he/ she shall not be absent from the school premises without permission.
7. The post holder may be privilege to confidential information and is required to maintain confidentiality at all times.
8. All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
9. Range High is an equal opportunities employer.

Special Conditions

- As Range High is fully committed to the Safeguarding of its students, the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure

Date: June 2021