

HUGH SEXEY

Church of England Middle School



Blackford, Wedmore, Somerset BS28 4ND
Tel: (01934) 712211 Absence Line: (01934) 714290
Email: school@hughsexey.org.uk Web: www.hughsexey.com

Job Description

DATE: 1st September 2022

POST: KS3 Teacher of Mathematics

CONTRACT: Permanent

SALARY: Teacher MPS / UPS (Experience Dependant)

HOURS OF WORK: Full Time

REPORTING TO: Curriculum Leader

Job Purpose:

To contribute to the Mathematics teaching, and other work of Hugh Sexey Middle School and as a form tutor to undertake pastoral and administrative duties in respect of pupils in the tutor group.

Responsibilities and Duties:

Plan effectively, independently or with colleagues, to ensure that all pupils have the opportunity to meet their potential and follow plans laid down with line-managers

Secure a good standard of pupil behaviour in the classroom by establishing appropriate rules and high expectations of conduct; act to pre-empt and deal with inappropriate behaviour in all areas of the school in line with school policies

Deploy a range of teaching strategies to meet the needs of all learners, encouraging high standards, creativity and independent learning

Carry out thorough assessment, including assessment for learning, recognise levels of attainment, set targets and assist colleagues in the setting of targets for improvement, monitor progress and use appropriate teaching strategies in the light of this

Liaise with parents/carers/colleagues (and other agencies as required) through informative oral and written reports on progress, achievements, concerns and matters relating to pupils' academic success and pastoral well-being

Demonstrate an active contribution to the policies and aspirations of the school. Take responsibility for implementing school policies and practices, including those dealing with bullying and all forms of welfare and guidance, health and safety

Take responsibility for own professional development, and use outcomes to improve teaching and pupils' learning

Monitor tutor group and support, with reference to the five elements of 'Every Child Matters'

Maintain high standards of conduct and appearance in the tutor group

Support pupils in developing social and academic potential and be a main source of reference for their problems

Teach PSHE in line with the syllabus

Pupil support

To carry out supervision of pupils' duties as detailed by the Head of Deputies.

Administrative

To Participate as required in meetings with colleagues and parents in respect of the duties of the post.

To assess pupil's work, keep records of their attainment and produce academic reports and profiles as required.

Monitor attendance and lateness and take appropriate action to follow up

Supporting processes:

Support the Christian foundation of the school by: leading form assemblies; overseeing preparation of assemblies for whole school and year-group as part of the year-group rota; supervise tutor group in assemblies led by others

Problem Solving and Creativity/Decision Making

Communicate with subject leader on behalf of year team. Relay information to and fro between year team and subject leader.

Advise subject leader on the effectiveness (strengths and weaknesses) of the scheme of work.

May take the opportunity to contribute to enhancing the scheme of work, under direction of subject leader.

Support the subject leader and year leader in the effective management of resources for the subject.

Physical Effort and Working Conditions

- Normal school environment.

Contacts and Relationships

- Work to direction of subject Leader, but link to all other teachers, in the school
- Link to other members of support staff
- Contact outside agencies as directed by Leader of Department.

Facts and Figures:

Supervisory / Line Management responsibility: N/A

Student NOR: 615

Staff: Circa 87

Additional Information:

(anything else relevant to the job which is not adequately covered elsewhere)

All Hugh Sexey Academy staff are expected to:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Uphold the responsibility and duty of confidentiality
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participating in training and other learning activities and performance development, as required



Person Specification

Person Specification – KS3 Teacher of Mathematics

	Essential	Desirable
Qualifications	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development
Experience	The Class Teacher should have experience of teaching at Key Stage 3.	In addition, the Class Teacher might have experience of: <ul style="list-style-type: none">• Teaching across the whole KS2/KS3 age range;• Working in partnership with parents leading or contributing to staff training• Leading or contributing to a whole school project or initiative
Knowledge and understanding	The Class Teacher should have knowledge and understanding of: <ul style="list-style-type: none">• The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies).• Statutory National Curriculum requirements at the appropriate key stage• The monitoring, assessment, recording and reporting of pupils' progress.• The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.• The positive links necessary within school and with all its stakeholders.• Effective teaching and learning styles.• Experience of working as a member of a KS3 team	In addition, the Class Teacher might also have knowledge and understanding of: <ul style="list-style-type: none">• The preparation and administration of statutory National Curriculum tests.• The links between schools, especially partner schools.
Skills	The Class Teacher will be able to: <ul style="list-style-type: none">• Promote the school's aims positively, and use effective	In addition, the Class Teacher might also be able to: <ul style="list-style-type: none">• Develop strategies for creating community links.

	<p>strategies to monitor motivation and morale.</p> <ul style="list-style-type: none"> • Develop good personal relationships within a team. • Establish and develop close relationships with parents, governors and the community. • Communicate effectively (both orally and in writing) to a variety of audiences. • Create a happy, challenging and effective learning environment. 	
Personal characteristics	<p>Approachable Committed Empathetic Enthusiastic Organised Patient Resourceful</p>	

Notes:

This job description may be amended at any time in consultation with the post holder.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Head Teacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Print name: _____

Date: _____