



Job Description

Job Title: Teacher of Maths & Lower School Maths Lead (KS3)

Accountable to: Subject Leader Mathematics

Duties and Responsibilities

Lower School Maths Lead

- To develop a coherent, challenging and stimulating curriculum offering breadth and depth
- Monitor and update Lower School schemes of work annually
- Oversee and monitor all Lower School assessment
- Oversee Assessment for Learning strategies in the Lower School
- Monitoring the quality of learning in the Lower School through learning walks, work samples and interviews with students
- Oversee monitoring and reporting of student progress in the Lower School
- Ensure ICT learning strategies are embedded in lessons
- Organisation and overview of Lower School Enrichment Days
- Liaise with Middle School Leader in terms of Year 9/10 handover
- Source and implement strategies for gifted and talented students such as competitions and extension and enrichment opportunities
- Develop links with Primary Schools such as the Primary Maths Challenge
- The postholder will be required to support and participate in the wider life of the school, including extra-curricular activities, school events, trips and enrichment opportunities, as reasonably directed by the Headteacher

Teaching

- To have high expectations of all students and ensure that they are stretched and challenged
- To use effective teaching and learning strategies to promote student-led learning and develop independent, resilient and confident Mathematics students
- To assess, record and report on the attainment, attendance and progress of students

OPGS is committed to the safeguarding of all members of the school community

- To be aware of the needs of all students and groups and to make provision for this in lesson planning
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of students
- To prepare and update subject resources
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work
- To assess students' work in line with school policies and procedures, with reference to student performance targets

Pastoral

- To be a Form Tutor to an assigned group of students
- To liaise with a Directors of Study in implementing the school's pastoral policies
- To register students and mentor them during assembly time
- To enable, encourage and support a form's participation in the Student Voice.
- To support the House system and the participation of students in House activities
- To communicate with parents and outside bodies as appropriate
- To participate in and teach Building Learning Power, if necessary
- To attend Form Tutor meetings

Other Responsibilities

- To participate in the school's CPD programme.
- To continue personal development in relevant areas, especially subject knowledge and teaching methods
- To work as a member of a team, positively contributing to effective working relations within the school.
- To communicate, where necessary with parents and external bodies, following school policies.
- To attend Open Evenings, Parents' Evenings and Presentation Evenings.
- To attend staff morning briefing, unless on duty.
- To report to the school's Fire, Health & Safety Officer Fire, Health & Safety issues undertaking risk assessments where necessary.
- To undertake appropriate supervision of pupils before school and at break.

All teaching staff are responsible for promoting and safeguarding the welfare of students they are responsible for or with whom they come into contact

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