



MATHS TEACHER – Job Description

Line of Responsibility

The teacher is directly responsible to the Head of Department on curriculum matters and the Learning Manager for pastoral issues.

Job Content

Strategic Purpose

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document.

Operational Responsibilities

Teaching

- Plan work in accordance with departmental schemes of work and national curriculum programmes of study.
- Take account of pupils' prior levels of attainment and use them to set future targets.
- Set work for absent pupils when required.
- Maintain good discipline by following the school's pupil disciplinary policies and procedures.
- Establish a purposeful working atmosphere during all learning activities.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' pupils and 'gifted and talented' pupils.

Assessment, Recording and Reporting

- Keep appropriate records of pupils' work.
- Mark and return set work, including homework, within an agreed and reasonable time.
- Adhere to the school's marking policy at all times.
- Carry out assessment programmes, as agreed by the school, or department.
- Complete pupil reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Pastoral Work

Responsibilities for a Community Group will include:-

- Set and monitor targets for the social and academic progress of all pupils in the group.
- Endeavour to build up a good relationship with the pupils in the group, so that they will look to you for support and advice.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.

Performance Management and Professional Development

The post holder will be part of the school's performance management scheme. He/she will have a team leader who will set agreed objectives for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body and MAT

To uphold the Academy's policy in respect of child protection matters.

He/she shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff members participate in the school's performance management scheme.