

**JOB DESCRIPTION**  
**Job Title: Maths Teacher**

**Responsible to:** Headteacher

**JOB PURPOSE**

To plan, organise and implement an appropriate program in a learning environment that guides and encourages students to develop and fulfil their academic potential.

**Main Job Tasks and Responsibilities**

**A) PLANNING, TEACHING AND CLASS MANAGEMENT:**

- To take into account the differing ability lessons of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with the school's Teaching and Learning Policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.
- To attend weekly teaching and learning meetings
- To work with the Head of Teaching and Learning to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of the school

- Use a variety of teaching methods to:
  1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  2. use effective questioning, listening carefully to pupils, give attention to errors and misconceptions
  3. select appropriate learning resources and develop study skills through library, ICT and other resources;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate their own teaching critically to improve effectiveness;

**B) MONITOR, ASSESSMENT, RECORDING, REPORTING:**

- Assess how well learning objectives have been achieved and use then to improve specific aspects of teaching;
- Mark and monitor pupils work and set targets for progress;
- Assess and record pupils progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Prepare and present informative reports to parents.

**C) OTHER PROFESSIONAL REQUIREMENTS:**

- Having a working knowledge of teaching professional duties and legal liabilities
- To continue own personal development in accordance with the School's Performance Management cycle.
- To undertake Performance Management according to the school's PM schedule.
- To set appropriate work for classes within Maths during any periods of absence and make sure that the work is thoroughly reviewed on return.
- To promote teamwork within and across the school.
- To participate in the School's ITT programme if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions Document.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Headteacher.
- To enforce the school's behaviour and uniform policies on a daily basis.

***This job description may be amended at any time following discussion and agreement between Headteacher and member of staff and will be reviewed annually.***