

Teacher of Mathematics

Salary: Main Pay Scale 1 to Upper Pay Scale 3

Hours: 1265 hours per annum worked as per the Teachers Pay and Conditions

Job Description

Normal place of work: Phillips High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 1265 hours per annum worked as per the Teachers Pay and Conditions.

Responsible to: Head of Department, SLT Link

PURPOSE OF THE POST

- To implement the aims and objectives of the school.
- To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher.
- To participate in and contribute to, appropriate CPD provided by the school and the trust.
- To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out-of-school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters.
- To contribute to broader aspects of school life as opportunity and situations make relevant.
To participate in appropriate meetings with colleagues and parents as relative to the above duties.

TEACHING AND LEARNING

- To maintain the highest professional standards as set out in the Teachers Standards.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere.
- To assess records and reports on the attendance, progress, development and attainment of students.
- To provide and/or contribute to oral and written assessments, reports relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching and learning experience of students.
- To use a variety of teaching methods, which will stimulate learning appropriate to student needs and demands of the syllabus.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation or work and relationships.
- To set high expectations for students behaviour and maintain a good standard of discipline through well-focused teaching, fostering positive relationships and implementing the schools Behaviour for Learning Policy.

- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written, verbal feedback as required following school policies.
- Report to the head teacher any concerns which may be considered Child Protection issues.
- To assist in the event of staff absence with the setting of appropriate work for use by supply or substitute staff.
- To assist in ensuring that pupils are provided with an appropriately broad, balanced, relevant and differentiated curriculum.

RECORDING AND REPORTING ASSESSMENT

- Being accountable for student progress and development within the area by leading, developing and enhancing all assessment arrangements within the area in line with school policy.
- Being accountable for leading, developing, co-ordinating and monitoring strategies to raise pupil achievement.
- Reviewing long term and short term planning.
- Liaising closely with the Head of Department to ensure continuity and progression across the Key Stage.

STRATEGIC PLANNING

- To contribute to the department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole school and department planning activities.

STAFFING

- To take part in the school staff development programmes, by participating in arranged training for professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage in the Performance management Review process.
- To work as a member of a designated team and to contribute positively to effective working relationships within the school.

MANAGEMENT OF INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS – registers, behaviour log etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

COMMUNICATION AND LIAISON

- To communicate effectively with the parents/guardians of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.

- To follow agreed policies for communication in the school.
- To take part in parents' evenings.
- To contribute to the development of effective subject links with external agencies.

PASTORAL SYSTEM

- To be a Form Tutor.
- To promote the general progress and wellbeing of individual students.
- To liaise with the Pastoral team to ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons, and their participation in other aspects of school life.
- To alert the appropriate staff of issues/concerns/problems concerning students.
- To contribute to PSHE and citizenship according to school policy.
- To apply the Behaviour for Learning Policy so that effective learning can take place.
- To ensure that appropriate safeguarding procedures are in place and applied.
- Any other duties appropriate to the post as determined by the Headteacher.

Beyond the classroom:

- Be an active participant in extra-curricular activities designed to:
 - (i) Enhance pupil achievement and/or
 - (ii) Enrich pupils experience and understanding.
- Play an active role in the pastoral care of pupils and their development.

Teacher of Mathematics Person Specification

CRITERIA

Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL

- A graduate with appropriate teaching qualification in Mathematics.
- Qualified Teacher Status.
- Be an excellent classroom practitioner able to secure student engagement in learning.
- A good understanding of classroom management techniques.
- Experience in teaching 11-16 Mathematics at Key Stages 3 and 4.

CRITERIA

Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL

- A sound understanding of what constitutes effective teaching and learning within the classroom; to provide challenge and support for all students.
- Able to make effective use of resources, including ICT. Able to use range of management software.
- Understanding of issues relating to 'Safeguarding young people'.
- Good time management skills and an ability to work to deadlines.

CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- Commitment, energy, enthusiasm and an ability to motivate children.
- An applicant who can work as part of a team and share new ideas.
- To maintain the highest professional standards as set out in the latest edition of the Teaching Standards document.
- Willing to contribute to the school's programme of extra-curricular activities.