



JOB DESCRIPTION

Title:	NQT of Maths = 1 year development post
Grade:	£25 179
Responsible to:	Lead Teacher of Maths

Job Purpose

Ensure outstanding provision for students through teaching, learning and assessment, enabling able and enthusiastic students to maximise their potential. Collaborate with School and University staff to develop pedagogy and share best practice. Develop your own teaching in light of research and training. Support the School's outreach work for students and teachers throughout the region.

Main Responsibilities

1. Provide teaching, learning and assessment.
2. Conduct research and develop pedagogic knowledge
3. Curriculum Development

1. Teaching, Learning and Assessment:

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

- 1.5 Provide appropriate academic, pastoral and career support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare students for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and ILP according to School Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.
- 1.14 Support Tutors during time-tabled academic and pastoral tutorials.
- 1.15 Provide teaching, learning and tutoring on both a group and one to one basis.

2. Research and Training

- 2.1 Invest a significant amount of time in reflecting upon best practice and in developing your own teaching.
- 2.2 Conduct research that will have a significant, positive impact on your own teaching practice.
- 2.3 Complete a masters degree or other qualification that is directly relevant to teaching Maths.

3. Curriculum Development

- 3.1 Contribute to the development of the Maths Curriculum.
- 3.2 Contribute to the development and delivery of the enriched curriculum, beyond the boundaries of the A-level, providing inspiration for students and teachers.
- 3.3 Contribute proactively to the quality assurance and improvement of the Maths curriculum and school self-assessment.

- 3.4 Support the development of Maths at EMS and contribute to the School's strategic direction.

4. Additional Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Contribute to the School's outreach program for students throughout the catchment area.
- 4.4 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.
- 4.6 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.