

## **Teacher of Maths Job Description**

As with all Job Descriptions, the role of the subject teacher is discussed between the post-holder and the Line Manager. The details below represent the expected areas of work.

The teacher's job description does not qualify the teacher's obligation to undertake his or her professional duties under the reasonable direction of the Headteacher; rather it indicates how these generic duties are expected to apply to the teacher's work in the school.

### **Job Purpose Curriculum and Curriculum Planning**

- To teach the lessons assigned with regard to the curriculum of the school.
- To plan and prepare courses and lessons.
- To teach all students according to their educational need.
- To set and mark classwork and homework.
- To provide or contribute to oral and written assessments, reports and references relating to both individual and group of students.
- To advise and co-operate with colleague(s) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To participate in assessing, recording and reporting of students.
- To participate in preparing, presenting and supervising students for public examinations.
- To take part as may be required in the review, development and management of activities relating to the curriculum.

### **Student Management**

- To set, maintain and reward high standards of work and behaviour, operating within the school's published "Positive Discipline" framework of rewards and sanctions.
- To maintain good order and discipline among the students and regarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- To undertake the role of the Form Tutor where required (see separate Job Description).

### **Human Resources**

- To participate in arrangements made in accordance with the Performance Management Cycle.
- To periodically review teaching methods and programmes of work.
- To participate in arrangements for further training and professional development as a teacher.
- To participate in school meetings which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Where appropriate to the individual, and in negotiation with the Line Manager, to undertake role(s) that would be beneficial to career development.
- To participate in administrative and organisational tasks related to such duties as listed in this document, including the management or supervision of persons providing support for the teachers in the school.

**Responsibility**

- Data – To be responsible for the monitoring and review of pupil attainment.
- Assessment – To oversee and update key assessments.

**Whole School**

- To contribute to overall development of curriculum and other school policies.

**General Duties**

- As defined by the School Teachers’ Pay and Conditions Act 1991 and subsequent orders as listed in the most recent School Teachers’ Pay and Conditions document.

Signed.....

Dated .....