

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Teacher of Maths	<b>Location</b>	Ellis Guilford School
<b>Salary</b>	MPS to UPS depending on experience	<b>Hours</b>	32.5 per week
<b>Department</b>	Teaching Staff	<b>Reports To</b>	Director of Faculty

## JOB PURPOSE:

To teach exceptional Maths lessons that engage and challenge all children, whilst creating a supportive and stimulating learning environment in the classroom.

To make a significant contribution to the values and the ethos of the school and actively promote and uphold all school policies.

## KEY RESPONSIBILITIES AND DUTIES:

### TEACHING AND LEARNING

- With direction from the Director of Faculty and within the context of the school's curriculum and schemes of work, plan and prepare effective lessons.
- Teach engaging and effective lessons that motivate, inspire, and improve pupil attainment.
- Ensure children acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Ensure that all children achieve the least at chronological age or level or, if well below level, make significant and continuing progress towards achieving at chronological age level.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.

### ASSESSMENT AND REPORTING

- Lead, monitor and evaluate the assessment and feedback to children in line with whole school and department policy.
- Follow department monitoring and tracking systems relating to children's attainment, progress, and achievement.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Undertake assessment of children as requested by external examination bodies, curriculum areas and school procedures.
- Assess, record and report on the attendance, progress, development, and attainment of children and to keep such records as are required.
- Follow department policy regarding department tracking of children's progress and use information to inform teaching and learning.

### SCHOOL CULTURE

- Support the school's values and ethos by actively promoting and contributing to the development and implementation of policies, practices, and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Be active in issues of child welfare and support.

# JOB DESCRIPTION AND PERSON SPECIFICATION

- Support and work in collaboration with colleagues and other professionals in and beyond the school.

## COMMUNICATION

- Communicate effectively and constructively with the parents of children as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take an active role in activities such as Open Evenings, Parents' Evenings and Sports days.

## PASTORAL DUTIES

- If required, be a form tutor to an assigned group of children.
- Promote the general progress and well-being of individual children and of the form tutor group.
- Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- Register children, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert appropriate staff to problems experienced by children.

## OTHER PROFESSIONAL REQUIREMENTS

- Have a working and up to date knowledge of teachers' professional duties and legal liabilities.
- Always operate within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
- Establish effective working relationships and be an effective role model to children through own personal presentation as well as personal and professional conduct.
- Have high expectations for every pupil and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and children.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Director of Faculty or Principal.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. (The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time).

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree in relevant subject</li> <li>• Recent and relevant CPD</li> </ul>	

# JOB DESCRIPTION AND PERSON SPECIFICATION

<p><b>EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Experience of raising attainment in a challenging classroom environment.</li> <li>• Experience of reflecting on and improving teaching practice to increase child achievement.</li> <li>• Evidence of continually improving the teaching and learning of their subject through schemes of work and medium-term plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful teaching experience in the Secondary phase</li> <li>• Experience of raising standards through leading staff development</li> <li>• Experience of developing school's links with other Math's departments and/or Maths organisations to develop curriculum opportunities.</li> <li>• Leading extracurricular activities.</li> </ul>
<p><b>KNOWLEDGE AND UNDERSTANDING</b></p>	<ul style="list-style-type: none"> <li>• Thorough and up to date knowledge of KS3 &amp; 4 Maths and curriculum area.</li> <li>• Good knowledge of Maths programmes of study.</li> <li>• Understanding of the strategies needed to establish consistently high aspirations to raise attainment.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of raising the achievement of groups of children.</li> <li>• Ability to analyse and interpret data effectively and act upon the information.</li> <li>• Knowledge of how to implement inclusive education.</li> <li>• Knowledge of curriculum requirements and developments and educational initiatives, including ICT.</li> <li>• Recent and relevant in-service training, including assessment for learning, planning for progress, and marking and assessment opportunities.</li> </ul>
<p><b>SKILLS AND PERSONAL ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice.</li> <li>• Effective behaviour management, with clear boundaries, sanctions, praise, and rewards.</li> <li>• Thinks strategically about classroom tailoring lessons to child's needs.</li> <li>• Understand and interprets complex child data to drive lesson planning and child attainment.</li> </ul>	

# JOB DESCRIPTION AND PERSON SPECIFICATION

	<ul style="list-style-type: none"> <li>• Good communication, planning, and organisational skills.</li> <li>• Demonstrates resilience, motivation, and commitment to driving up standards of achievement.</li> <li>• Acts as a role model to staff and children.</li> <li>• Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</li> <li>• Vision aligned with Creative Education Trust’s high aspirations and high expectations of self and others.</li> <li>• High expectations for accountability and consistency</li> <li>• Genuine passion and a belief in the potential of every child</li> <li>• Motivation to continually improve standards and achieve excellence.</li> <li>• Effective listening skills that lead to a strong understanding of others.</li> <li>• Relishes accountability and takes personal responsibility for their own actions.</li> <li>• Excellent critical thinking skills has intellectual curiosity and rigour.</li> <li>• Strong interpersonal, written, and oral communication skills.</li> <li>• Ability to demonstrate sound balanced judgement with decisiveness, flexibility, and integrity.</li> <li>• Commitment to academic and personal excellence.</li> </ul>	
<p><b>CREATIVE EDUCATION TRUST VALUES</b></p>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance</li> </ul>	

# JOB DESCRIPTION AND PERSON SPECIFICATION

	<ul style="list-style-type: none"><li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li><li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li></ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, child welfare, equality and diversity
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice.
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of children inside and outside the classroom.  Commitment to and vision for developing links with the local community.

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**