

LEARNING IS AT THE HEART OF EVERYTHING WE DO

TEACHER OF MATHEMATICS

Job Title:	Teacher of Mathematics
Grade	Main Scale/UPS
Contract	Full time, permanent
Reporting to:	Assistant Headteacher in charge of Mathematics
Location:	Downlands Community School

MAIN PURPOSE OF THE ROLE:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Accountable for:

- The learning and progress of the pupils in the groups allocated ensuring that pupils make progress that is in line with or exceeds the expectation of three levels of progress across Key Stages 3 and 4.
- Teaching the schemes of work for department ensuring all aspects of the needs of learners are met as appropriate.
- The pastoral care and academic and social progress of the allocated tutor group.

ACCOUNTABILITIES AND TASKS

Accountability	Task
Planning, Teaching and Class Management	Teach allocated pupils by planning their teaching to achieve progression of learning through: • identifying clear teaching objectives and specifying how they will be taught and assessed; • setting tasks which challenge pupils and ensure high levels of interest; • setting appropriate and demanding expectations; • setting clear targets, building on prior attainment; • identifying SEN or very able pupils; • providing clear structures for lessons maintaining pace, motivation

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- and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- arriving punctually to all lessons and supervising the orderly conduct of pupils entering and leaving the classroom. During change of lessons supervising the corridor outside of the teaching area.
- ensuring the room is always left tidy and the furniture layout as found on arrival. Always ensuring that chairs are pushed under tables and no litter is on the floor. Not dismissing a class until this has been checked and is satisfactory.
- ensuring at the end of the day that ALL chairs are up off the floor.
- ensuring that the ventilation, lighting and heating is appropriate for the activity and that at the end of lessons when leaving the classroom that all lights and electric appliances are off and that windows are closed.
- checking for any damage, vandalism or graffiti on furniture. Ensuring that any damage is appropriately dealt with and duly reported to pastoral staff and/or Maintenance Officer as appropriate.
- ensuring the classroom environment is attractive, stimulating and tidy. Displays should be up to date and changed regularly. Surfaces and worktops should be tidy and there is minimal storage of books and pupils' work.
- ensuring pupils' work is secure and cannot be stolen, lost or tampered with.

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Monitoring, Assessment, Recording, Reporting	• assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; • mark and monitor pupils' work in line with school policy 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; • undertake assessment of students as requested by examination bodies, departmental and school procedures; prepare and present informative reports to • prepare and present informative reports to parents in line with school policy ensuring that all deadlines are met. • set and mark homework as agreed by the department.
Curriculum Development	• have lead responsibility for an aspect of the departments work and develop plans which identify clear targets and success criteria for its development and / or maintenance • contribute to the whole school's planning activities • attend all directed departmental meetings. • develop appropriate teaching support materials as required by the department
Pastoral Duties	• be a form tutor to an assigned group of students; • promote the general progress and well-being of individual students and of the Tutor Group as a whole; • liaise with the Head of Year to ensure the implementation of the school's pastoral system; • register students, 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 students and make recommendations as to how these may be resolved; • communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual

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	students, after consultation with appropriate staff; • If not responsible for a tutor group, to be attached to a year team and perform associated tasks required by the Head of Year/Assistant Headteacher. • attend team meetings as required.
Other Professional Requirements	• have a working knowledge of teachers' professional duties and legal liabilities; • operate at all times within the stated policies and practices of the school; • know subject(s) or specialism(s) to enable effective teaching; • establish effective working relationships and set a good example through their presentation and personal and professional conduct; • endeavour to give every child the opportunity to reach their potential and meet high expectations; • contribute positively and effectively to the Every Child Matters agenda; • co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students; • contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school; • take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools; • take responsibility for own professional development and duties in relation to school policies and practices; • liaise effectively with parents and governors. • ensure all work undertaken is covered by Health and Safety rule/s and regulations and that all due care and supervision is exercised. • ensure that all accidents are reported to the appropriate member of staff
➤ Whilst every effort has been made to identify the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. ➤ This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. ➤ This job description may be amended at any time following discussion between the head teacher and member of staff, and may be reviewed annually	

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PERSON SPECIFICATION – Downlands Community School – Teacher of Mathematics

Qualifications Knowledge and Experience	Skills and Abilities	Personal Qualities
• A good degree in a relevant subject • Qualified Teacher Status • A record of successful teaching in another school or a successful placement in a school as part of teacher training • A clear philosophy of how successful learning is promoted and why the subject should be taught • Good subject knowledge that enables students of all abilities to achieve high outcomes • Awareness of the strategies available for improving the learning and achievement of pupils of all abilities • Knowledge of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people	• Good teaching skills that enable learners of all abilities to make at least the progress expected • The ability to personalise learning so that pupils with special needs, the more able and other identified groups make at least the progress expected • Good classroom and behaviour management skills with high expectations of pupil learning and behaviour • The ability to assess pupil progress and use this assessment to promote further learning • Ability to motivate students of all levels and make learning enjoyable • Good communication skills both verbally and in writing • Good inter personal skills that promote good relationships with pupils, parents and colleagues • A confident user of ICT with the ability to use it to enhance pupil learning in the classroom • Committed to the role of the form tutor and to the academic and social progress of the pupils in the tutor group	• A reflective practitioner with a positive attitude towards continuing professional development and their own learning • Enthusiastic and committed to the teaching of mathematics in a comprehensive school • Willingness to contribute to the wider life of the school and extra curricular activities • Good personal organization and time management • The energy, stamina and sense of humour to cope with the challenges ahead and have a good record of attendance

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Further Information:

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the school website.

Applications should be addressed to Mr M Wignall – Headteacher and emailed to the Recruitment Officer at sjohnson@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Applicants who require sponsorship, will be considered.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, criminal record and health checks.

A copy of the staff dress code can be found on the school website

The start date is negotiable.

All communication will be by email or telephone.

An application form and further details can be downloaded from our website <http://www.downlands.w-sussex.sch.uk> under “Information-Vacancies” or via email: sjohnson@downlands.org

Thank you for your interest in the post.