Job Description & Person Specification

Teacher of Maths

Windsor Academy Trust

disability confident COMMITTED

Job Description

Salary	MPS/UPS
Reporting to	Faculty Director (subject) Head of Year (pastoral)
Responsible for	n/a
Location	Great Wyrley Academy

General Duties

Carry out "the duties of a school teacher" as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of subject teacher and Form Tutor as appropriate.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher

Great Wyrley Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Overall Responsibility

Work with the Headteacher and Leadership Team to secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of student's achievements, use benchmarks and set targets for improvement.

Specific Duties: Undertaking the following responsibilities:

Teaching and Learning:

- To ensure all teaching and learning contributes towards the school aims, objectives and priorities for improvement.
- To manage student learning through effective teaching and marking of student work in accordance with the Faculty schemes of work and school policies.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
- To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
- To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To work effectively as a member of the subject team to improve the quality of teaching and learning and contribute to planning and development within the Faculty.

- To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting and Accountability

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- To contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To assess student's work systematically and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
- Attendance at Parents' Evenings, as appropriate.

Subject Knowledge and Understanding

- To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards and Development

- To be a role model to students through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To cover for absent colleagues as is reasonable, fair and equitable in accordance to school policy.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School and Faculty handbooks and support all the School's policies.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the School's performance development procedures, identifying areas of need and engaging in training activities.
- To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
- To undertake any reasonable task as directed by the Faculty Director/Head of House.
- To be aware of the role of the Governing Body of the School and to support it in performing its duties.

- To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- To consider the needs of all students within lessons (and to implement specialist advice), especially those who:
- Have SEN.
- Are gifted and talented.
- Are not yet fluent in English.

Pastoral

- To be a Form Tutor.
- To maintain the academic and personal development of students and to give support and guidance wherever possible.
- To encourage a spirit of co-operation and participation within the Tutor group particularly in encouraging the House ethos.
- To encourage and monitor high standards of work, behaviour and appearance in accordance with school policy.
- To respond to requests and anxieties of parents in association with the Head of House.
- To monitor and follow up absences and lateness where necessary alerting the Head of House if appropriate.
- To assist with the distribution and collection of home-school communications and the school policy for money collection.
- To maintain Homework diaries and recognise Credit award system.
- To attend and supervise students in assemblies.

To whom responsible	Faculty Director (subject) Head of House (pastoral)
Staff for whom responsible	
Signature of Employee	
Print name	
Date	

This job description may be amended at any time by agreement.

Person Specification

Area	Essential
Qualifications	
Degree or equivalent in a Maths specialism or related subject	✔
Qualified teacher status	✔
Evidence of continuing professional development	✔
Knowledge and experience	
Good knowledge of Maths subjects	✔
Have experience of teaching KS3 and KS4 Maths	✔
Good understanding of pedagogy	✔
Commitment to being involved in the wider life of school through participation in extra-curricular activities	✔
Willing to organise and participate in enrichment visits in the UK and abroad	✔
Skills and competencies	
Enjoys working with young people	✔
Commitment and enthusiasm for teaching Maths subjects	✔
Able to engage, enthuse and motivate students of all abilities	✔
Maintains high professional standards	✔
Other qualities	
Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.	✔
Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.	✔
Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.	✔
Service Delivery: understands customer needs and responds appropriately.	✔

Able to work as part of a team, understanding Trust roles and responsibilities and own position within these.	✔
Ability to identify own training needs and willingness to participate in training and development opportunities	✔
Comply with Trust's commitment to the protection and safeguarding of children	✔
Great Wyrley Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check with a children's barred check list.	✔

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