Job Description

Teacher of Mathematics – MPS/ UPS

**Our Mission:**

*Our purpose is to* ***inspire*** *a love of learning,* ***empower*** *our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live*

*To* ***achieve*** *excellence in all aspects of school life.*

PURPOSE OF JOB

To facilitate high standards of learning and achievement for students by providing good quality teaching within a challenging and secure environment.

CONTRACT TERMS AND DUTIES

The Teachers’ Pay and Conditions Document specifies the general professional duties of a teacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

ACCOUNTABLE FOR

There are no line management responsibilities associated with this post

ACCOUNTABLE TO

The Head of Mathematics

KEY RESPONSIBILITIES

* To teach the subjects, classes and groups as allocated by the Head of Mathematics and the Leadership Team
* To ensure that high quality teaching and learning takes place in all allocated classes
* To support and participate in the curriculum development work of the Mathematics Team, including the writing of schemes of work and programmes of study
* To assist the Head of Mathematics in the maintenance of high standards of work and behaviour within the Mathematics Department
* To be an Academic Tutor and to carry out the associated duties
* To support the Leadership Team in the effective operation of the College

SPECIFIC TASKS

***The main responsibilities of the post are to:***

* Teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students
* Set homework on a regular basis and mark student work promptly
* Assess, monitor, record and report on student achievement in line with College and Team policy, including writing student reports and attending parents meetings
* Assist in the identification of student special educational needs, and support the work of the Academic Support Team, including participation in the writing and review of individual education plans
* Share in the development of course outlines, syllabuses and schemes of work in Mathematics
* Follow the course outlines, syllabuses and schemes of work agreed by the Mathematics Department
* Make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Head of Mathematics, Head of Sixth Form and Assistant Principal House Leaders
* Monitor and record student attendance in line with College and Team policy, and support the Head of Mathematics, Head of Sixth Form, Assistant Principal House Leaders and the Vice-Principal in the maintenance of high levels of student attendance
* Prepare for and attend Mathematics Department and House or Sixth Form Team meetings and support the work of the Mathematics Department and the House Team or Sixth Form Team
* Support and carry out policies and practices to promote positive student behaviour and achievement in Mathematics within the framework of the College Behaviour Policy
* Participate in and support the Performance Management Policy
* Assist in the development of the College Improvement Plan and its review mechanism
* Undertake specific duties within the Mathematics Department as agreed with the Head of Mathematics
* Undertake such other duties as reasonably required by the Principal

**Person Specification**

**Teacher of Mathematics**

**Qualifications**

Applicants must:

* be graduates of a recognised university or college, or hold qualifications of graduate status
* be qualified to teach Mathematics at GCSE and Advanced level in a maintained secondary school

**Personal qualities**

* love working with young people
* are passionate about education, enthusiastic about teaching and committed to teaching in comprehensive schools
* are excited about this particular post and its challenges and opportunities
* are eager for further professional development and promotion
* are powerful team players, able to contribute to the overall effectiveness of the Mathematics Department
* work hard, are organised, flexible and professional
* are energetic, optimistic, positive and courageous
* remain calm in adversity and are able to diffuse stressful situations
* are good-humoured, honest and consistent