

**Job Description**

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| **Job Title: Unqualified Teacher of Mathematics** |
| **Salary/Grade: Teacher’s Unqualified Pay Range** |
| **Academy Name: Wednesfield High Academy** |
| **Location/Address: Wednesfield High Academy, Lichfield Road, Wednesfield, Wolverhampton, West Midlands, WV11 3ES** |

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| **Purpose of the post:**   * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a teacher/form tutor. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their personal excellence. * To contribute to raising standards of student achievement and attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. * To promote actively the school’s corporate policies by engaging in teamwork in pursuit of the school’s goal of corporate excellence   **The University of Wolverhampton Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
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| **Relationships: Reporting to Associate Assistant Headteacher (Commerce Faculty)** |
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| **Duties and responsibilities attached to this post are as follows:**   * To assist in the development of appropriate specifications (syllabuses), resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. * To contribute to the Curriculum area taught in, and the department’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school’s planning activities. * To assist the Leadership Team to ensure that the curriculum area provides a range of teaching which complements the school’s aims. * To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Vision Statement and aims. * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To continue professional development, including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. * To ensure the effective/efficient use of classroom support * To work as a member of a designated team and to contribute positively to effective working relations within the school. * To help to implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the curriculum area/department. To seek/implement modification and improvement where required. * To regularly reflect and evaluate methods of teaching and programmes of study. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. * To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. * To communicate effectively and professionally with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with external agencies. * To follow agreed policies for communications in the school. * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students * To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. * To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy, Numeracy, and school subject specialism(s) are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching. * To ensure a high-quality learning experience for students which meets both internal and external quality standards and provides a stimulating environment throughout. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the course. * To apply the Behaviour Policy so that effective learning can take place, and to encourage good practice with regard to punctuality, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. * To be a Personal Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Personal Tutor Group as a whole. * To liaise with a Pastoral Leader to ensure the implementation of the school’s Pastoral System. * To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of Action Plans and progress files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff * To contribute to PHSE and Citizenship and enterprise according to school policy * To play a full part in the life of the school community, to support its distinctive vision statement and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by the latest STPCD not mentioned in the above.   **Under the direction of the academy leadership team, the post may be required to conduct their job role within another educational setting e.g. our sister academy Smestow School.**  Whilst every effort has been made to explain 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.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.   * **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with UWMAT’s ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. * **Freedom of Information Act and Data Protection Act -** The post holder is required to comply with the above legislation and maintain awareness of the University’s policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure. * **Equality and Diversity –** There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit. * **Health and Safety -** The post holder must at all times carry out his/her responsibilities with due regard to UWMAT’s policy, organisation and arrangements for Health and Safety at Work. * **Flexibility -** All staff within the UWMAT Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions. |
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| This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. |