# Job Description – Teacher of Maths

**Accountable to:** Subject Leader for Maths

 **Purpose:**

Under the general supervision of the Subject Leader for Maths:

* To carry out the professional duties of a teacher as outlined in the School Teacher’s Pay and Conditions document
* To consistently meet the Teachers Standards as set out in the Teachers Standards document
* To meet the additional duties and responsibilities for this role, as set out in the remainder of this document

**Main Duties and Responsibilities:**

The duties and responsibilities outlined in this job description complement those covered by the latest School Teacher’s Pay and Conditions document and the Teachers Standards document. 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.

**Planning, Teaching and Classroom Management**

* To ensure that lessons are well planned, adapting the department’s shared planning when appropriate to meet the needs of all learners, with particular emphasis on those with a ‘What Helps Me as a Learner’ document
* To teach consistently high-quality lessons, utilising the principles set out in ‘The Preston Way’, to allow all students to make good or better progress
* To ensure that students are set appropriate but challenging tasks, while providing appropriate scaffolds as necessary to allow all students to experience success
* To ensure high standards of behaviour from students both inside and outside of the classroom, following the school’s behaviour policy consistently
* To ensure the effective and efficient deployment of classroom support, including teaching assistants
* To ensure that homework is set regularly via Google Classroom, in accordance with the school’s homework expectations, that completion of this is monitored and the school’s behaviour policy is followed consistently to challenge non-completion
* To ensure that effective planned cover is set in line with the school’s absence policy and placed onto Google Classroom and the Cover Drive
* To provide work for classes to cover illness when possible. When this is not possible, to provide the necessary information for the Subject Leader to set meaningful cover work
* To work as an active member of the subject team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
* To ensure that learning resources, including opportunities for stretch and challenge, are regularly shared to Google Classroom, to enable students to continue their learning during their own time

**Assessment, Recording and Reporting**

* To utilise regular formative assessment to allow lessons to be adapted, to help meet the needs of all learners
* To ensure that student work is regularly marked, in accordance with the school’s marking and assessment expectations
* To undertake summative assessments in line with the school’s assessment policy, ensuring these are accurately marked and generate realistic grade projections
* To maintain accurate records of pupil attainment, and to be aware of the standards achieved, enabling effective and timely interventions when necessary

* To complete formal data drops into Arbor in a timely manner, meeting the deadlines set out in the school’s assessment policy
* To discuss with the Subject Leader and other relevant colleagues those aspects of pupils’ performance which are a cause for concern, and to seek advice, guidance or support when appropriate.
* To record and log all behaviour sanctions, achievement events and interventions in an accurate and timely manner in line with the relevant school policies

**Pastoral Duties**

* To be an effective form tutor to an assigned group of students
* To deliver high quality tutor time sessions, as directed by the Head of Year
* To promote the progress and well-being of individual students and of the tutor group as a whole
* To register students in a timely and accurate manner, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
* To communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
* To promote the personal development and social well-being of all pupils by delivering the school’s tutorial and PSHE programme

**Other Professional Requirements**

* To consistently implement the vision and values of Preston School, as set out by the Headteacher
* To have a working knowledge of teachers' professional duties and legal liabilities, adhering to these at all times
* To actively participate in performance management, identifying areas for development and accessing appropriate training, support and professional development
* To contribute to the school’s wider development programme, including trips, after school activities and enrichment opportunities
* To communicate with the families of pupils in a timely and professional manner, through attendance at parents’ evenings, phone calls and emails home
* To co-operate with other staff to ensure a fair and effective usage of resources to the benefit of the school, department and students
* To attend all lessons, meetings, duties and other directed events punctually
* To have strong digital literacy and confidence in using technology, to allow you to effectively engage with the school’s IT systems and to support the use of these consistently within your professional practice
* To model high standards of professional conduct and dress at all times when representing the school
* To operate at all times within the policies and practices of both the school and academy trust
* To promote and safeguard the welfare of all of our students
* Perform all other reasonable requests from the Headteacher, members of the Senior Leadership Team or Subject Leader

This job description will be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

**Signed:** ………………………………………………………………………………………………………………

**Printed:** ………………………………………………………………………………………………………………

**Date:** ………………………………………………………………………………………………………………