Job Description

POST TITLE:	**Teacher of Maths**
SALARY POINT/TLR:	MPS/UPS (Possible TLR for Pastoral role)
REPORTS TO:	Head of Maths
PURPOSE OF POST:	• To develop a curiosity, excitement and passion for Maths within students at Huxlow. • To contribute to raising standards of student attainment and build an ethic of excellence in all classes. • To monitor and support the overall progress and development of students as a Teacher/Form Tutor • To provide a learning experience which gives the students the opportunity to achieve their individual potential. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the Maths curriculum area as appropriate. • To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth.

SPECIFIC RESPONSIBILITIES:

Teaching:

- To teach students according to their educational needs, including the setting and marking of work.
- 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 College 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 internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus.
- To maintain discipline in accordance with the College's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and College procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Strategic Planning:

- To have a strong understanding of how to assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.
- To contribute to the Curriculum Area Development Plan and its implementation.
- To contribute to the whole College's Development Plan and its implementation.
- To plan and prepare courses and lessons.

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Curriculum Provision:

- To ensure that the curriculum and assessment is well planned within your subject area.
- Provide a range of teaching and learning opportunities which complements the College's strategic objectives.

Staffing:

- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- Staff Development – to continue personal development in the relevant areas including subject knowledge and teaching methods. To aim to be the best you can be.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the College.
- To help manage and co-ordinate the work of other staff where appropriate.

Quality Assurance:

- To help to implement College quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed College procedures, including evaluation against quality standards and performance criteria. To seek/ implement modification and improvement where required.
- To review from time-to-time methods of teaching and programmes of work.
- Understand and play a key role in the Internal Verification and Standards Verification processes outlined by the exam board.
- 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 College.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, information management systems, 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.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the College.
- To follow agreed policies for communications in the College.

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Marketing and Liaison:

- 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.

Pastoral System:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with the Head of Year to ensure the implementation of the College's Pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College 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 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 of the college concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and Enterprise according to College policy.
- To apply the behaviour management systems so that effective learning can take place.

Other Specific Duties:

- To play a full part in the life of the College community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the College's corporate policies.
- To continue personal development as agreed.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate.
- To take an equitable part in the cover system of the College according to policy and regulations.
- To undertake any other duty as specified by STPCB not mentioned in the above.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the College's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Huxlow Science College is committed to safeguarding & promoting the welfare of children & young people and expects all staff & volunteers to share this commitment. Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the College.