Maths Teacher, Job Description

Safeguarding Children and Safer Recruitment T4 Trust and IMHS is committed to safeguarding and promoting the welfare of children and young people as required by the Education Act 2002 and taking account of "Working Together to Safeguard Children" and "Keeping Children Safe in Education". T4 Trust and IMHS expects all staff and volunteers to share this commitment.

Job Title	Maths and Numeracy Teacher
Salary	Main Scale + SEN 1
Purpose	Teaching of Maths as an examination subject and supporting the development of numeracy across the school curriculum
Responsible to	Assistant Head – Curriculum and Teaching & Learning
Responsible for	Effective running of the Maths and Numeracy aspects of the College Curriculum

Main duties and responsibilities

1. Teaching

To support the development, design and implementation of a broad balanced curriculum that includes Maths, English/Numeracy & Literacy

- To work closely with colleague co-ordinators to develop joint planning and joint themes so that the curriculum is joined up and makes sense to students
- To continually review opportunities for accreditation of students' achievement
- To advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements
- To be a role model for students and colleagues
- To create a vibrant learning environment
- To manage resources effectively
- To embrace a wide range of learning styles
- To plan and prepare schemes of work and complete planning documentation
- To teach, according to their educational needs, the students in your class, including the setting and marking of work to be carried out by the students in school and elsewhere
- To plan and supervise activities to be carried out by Teaching Assistants in the classroom in support of student learning
- To have an understanding of the particular challenges which students with severe and

complex social, emotional, and mental health difficulties encounter

- To accept overall responsibility for all aspects of internal and external assessment
- To assess, record and report on the development, progress, and attainment of the students in your class

- To provide or contribute to oral written, photographic, and video assessments, reports and references relating to individual students and groups of students Public Examinations
- To participate in arrangements for preparing students for public examinations
- To assess students for the purposes of such examinations and recording and reporting such assessments
- To participate in arrangements for students' presentation for and supervision during such examinations
- To participate in arrangements for the appraisal of your own performance
- To participate in arrangements for the appraisal of Teaching Assistants you are responsible for
- To participate with further training and professional development
- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher

2. Curriculum

- To select, develop and implement a curriculum based on current GCSE Specification
- To design, develop and implement a curriculum which will address the needs of students in KS3 to ensure the sound development of their confidence in numeracy skills and lead to effective foundation for learning at KS4
- To work closely with My Foundation Co-ordinator and the other Curriculum Co-ordinators to develop an awareness of how numeracy may be promoted in all areas of the curriculum
- To continually review opportunities for accreditation of students' achievement
- To advise and co-operate with the Head Teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements
- To take responsibility, under the direction of the Curriculum Co-ordinator, for a specific teaching area: i.e. numeracy
- To contribute to our social curriculum (e.g. informal activities) drawing on your subject specialism
- To participate in, and lead when appropriate, innovative cross-curriculum projects aimed at disaffected young people to engage them in learning

3. Assessment Recording & Reporting

- To assess, record and report on the development, progress and attainment of the students in your class
- To provide or contribute to oral written, photographic and video assessments, reports and references relating to individual students and groups of students

4. Public Examinations

- To participate in arrangements for preparing students for public examinations
- To assess students for the purposes of such examinations, and record and report such assessments
- To participate in arrangements for students' presentation and supervision during such examinations

5. Appraisals

- To participate in arrangements for the appraisal of your own performance
- To participate in arrangements for the appraisal of other teachers and Teaching Assistants

6. Further Training and Professional Development

- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher

7. Behaviour Management, Health and Safety

- To promote the philosophy and school ethos of building trusting, safe, consistent relationships between students and staff and students and their peers
- To be able to hold firm boundaries with students, encourage them to make positive choices and engage them successfully in resolving conflict and other issues which may impede their learning and/or social and emotional development
- To safeguard their health and safety when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

8. Staff Support

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- To engage in school supervision – group and individual
- To participate and lead seminars

9. Communication • To communicate and consult with the parents of students, or others who have a legitimate interest in the students in your class • To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above	
10. Cover • To supervise, and so far as is practicable teach, any students whose teacher is not available to teach them, when required	
11. General Professional Duties • To carry out particular duties as reasonably be assigned to you by the Head Teacher • To contribute to the overall life and work of the school	
12. Management and Administration • To participate in administrative and organisational tasks related to such duties as are described above • To manage the budget for Numeracy within the My Passport area of the curriculum	
Other	*This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted*