



<b>Post title</b>	<b>TEACHER OF Maths</b>
<b>Reporting to</b>	Head of Maths
<b>Working Time</b>	195 days per year, full time
<b>Salary/Grade</b>	MPS 1-6 or UPS 1-3

<b>PURPOSE OF THE POST</b>	
<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/form tutor.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>	
<b>Responsible for</b>	The provision of a full learning experience and support for students.
<b>Liaising with</b>	Principal, senior leaders, teaching/support staff, local authority representatives, external agencies and parents.

<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ strategic planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.</li> <li>• To contribute to the curriculum area and department's development plan and its implementation.</li> <li>• To plan and prepare courses and lessons.</li> <li>• To contribute to planning activities across the Academy.</li> </ul>
<b>Curriculum provision</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Department and senior leaders in ensuring that the curriculum area provides a range of teaching that complements the Academy's strategic objectives.</li> </ul>
<b>Curriculum development</b>	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change to ensure its continued relevance to the needs of students, examining and awarding bodies, and the Academy's Mission and Strategic Objectives.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management process.</li> </ul>
<b>Working with other staff</b>	<ul style="list-style-type: none"> <li>• To ensure the effective/efficient deployment of classroom support.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>

<b>Quality assurance</b>	<ul style="list-style-type: none"> <li>• To help to implement Academy quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To review, from time to time, methods of teaching and programmes of work.</li> <li>• 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.</li> </ul>
<b>Management information</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track students progress and use information to inform teaching and learning.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.</li> <li>• To follow agreed policies for communications.</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective links with external agencies.</li> </ul>
<b>Management of resources</b>	<ul style="list-style-type: none"> <li>• To contribute to the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students.</li> <li>• To comply with the financial, health &amp; safety, and HR processes and procedures of the Academy.</li> </ul>
<b>Pastoral responsibilities</b>	<ul style="list-style-type: none"> <li>• To be a form tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the form tutor group as a whole.</li> <li>• To liaise with the relevant Progress Leader to ensure the implementation of the Academy's pastoral and progress tracking system.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in Academy life.</li> <li>• To evaluate and monitor the progress of students and keep up to date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans, progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHE, citizenship and enterprise according to Academy policy.</li> <li>• To apply the behaviour management systems so that effective learning can take place</li> </ul>

<b>Date completed</b>	March 2018
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