

# Job Description – Teacher of Mathematics

Main Duties	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>To deliver appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the Department in line with Departmental policies and procedures.</li> <li>To work with colleagues in formulating aims and objectives for the department (The Departmental Improvement Plan) which have coherence and relevance to the needs of students and to the aims and objectives of the Academy.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>Deliver an appropriate, comprehensive, high quality and enriching curriculum programme which complements the Academy's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>Maintain knowledge of relevant examination board syllabus requirements</li> </ul>
<b>Staffing</b> <b>Staff Development:</b> <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>To take responsibility for own CPD and attend CPD sessions during directed time.</li> <li>Play a full part in the academy's Teacher Appraisal procedure.</li> <li>To maintain a positive work ethic and support colleagues to ensure effective working relations.</li> <li>To ensure the effective efficient deployment of classroom support.</li> <li>To participate in the Academy's ITT programme as appropriate.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems.</li> <li>To assist in the process of the setting of targets and to work towards their achievement.</li> <li>To contribute to procedures for lesson observation and take part in observations as required.</li> <li>To work within agreed quality procedures.</li> <li>To participate in the monitoring and evaluation of the curriculum in line with agreed procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date data using GO4Schools for student tracking.</li> <li>To assist in the use of analysis and evaluation of performance data.</li> <li>To produce reports on own groups' examination performance, including the use of value-added data.</li> <li>To identify and compile exam entry lists in line with Academy protocols.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To ensure effective communication as appropriate with the parents of students.</li> <li>To liaise with partner schools, higher education, Examination Boards, Awarding Bodies and other relevant external bodies as necessary.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To contribute to the development of effective subject links with partner schools and the community as appropriate.</li> <li>Attendance where necessary at liaison events in partner schools.</li> <li>Promotion of subjects at Open Days and other events in partner schools and the wider community.</li> <li>Develop effective subject links with external agencies.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>To monitor and support the overall progress and development of students.</li> <li>Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.</li> <li>To assist in the implementation of the Behaviour Management system so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties set out in the Teachers' Standards.</li> <li>To deliver lessons which are at least "Good"</li> </ul>
<b>Additional Duties:</b>	
<b>Catholic Life:</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> </ul>