



## **Job Description**

**Role:** **Part time Teacher of Mathematics**

**Reporting to:** **Head of Mathematics**

### **Your professional duties**

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

#### **Teaching and Learning**

- Teach Mathematics alongside other members of the Department as organised by the Head of Department, attend regular departmental meetings and discuss with the Head of Department any professional development needs
- Liaise over the preparation and marking of examinations, the delivery of the syllabus and the development of cross-curricular links
- Co-operate in the preparation and marking of classwork and homework
- Work with the Head of Department as their Line Manager
- Be aware of and act on SEND requirements
- Keep abreast of the relevant exam specifications
- Set work if absent from school for medical or CPD reason

#### **Other activities**

- Form Tutor
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils or persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.

- Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Participating in any arrangements that may be made for teacher appraisal.
- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

#### Further training and development

- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

#### Child protection, discipline, health and safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

#### Public examinations

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

All members of staff are required to familiarise themselves with the contents of the Staff Handbook and Safeguarding Policies and to abide by the codes of practice they contain.

The school is committed to all safeguarding and promoting the welfare of children and young people and all staff and volunteers are subjected to full safeguarding procedures including DBS.

This job description is not an exhaustive list of all duties and responsibilities. The role may differ to what is outlined in the job description and other duties with this level of responsibility could be permanently or temporarily assigned as part of the job. It is subject to review in line with the development of the school.

## Person Specification

**Role:** Senior school part time teacher of mathematics

Criteria	Essential	Desirable	Evidence/ assessed by
Safeguarding and pastoral care	<p>Demonstrates a commitment to the highest level of safeguarding standards and has strong knowledge of their application in practice</p> <p>Has a genuine commitment to pupil wellbeing and pupil personal development</p>	An experienced school tutor	Interview, references
Qualifications and training	<p>Degree-level qualification relevant to subject area</p> <p>Suitable teaching qualifications (PGCE / B.Ed.)</p>	<p>Evidence of INSET and commitment to further professional development.</p> <p>Further professional qualifications such as masters relevant to subject area or in education</p>	Qualifications, application form
Teaching	<p>Demonstrates high standards in the professional competencies required of teachers</p> <p>Demonstrates a passion for their subject and well-developed knowledge and skills to teach with confidence</p> <p>Promotes positive behaviour conducive to learning and which is focused on raising standards</p> <p>Differentiates well in order to facilitate learning progress for all pupils</p> <p>Works successfully with pupils who have specific learning support needs</p> <p>Engages with effective opportunities offered by technology in the classroom</p> <p>Effectively monitors, assesses, records and reports on pupil progress, following up as required</p> <p>Develops positive partnerships with parents</p>	<p>Has taught in a selective school</p> <p>Experience of working with partner schools, across phases or with other school agencies</p>	References, lesson observation, application form, interview

Criteria	Essential	Desirable	Evidence/ assessed by
Enrichment and character	<p>Demonstrates commitment to developing pupil character through enrichment activities within the school context, both in-class and extra-curricular</p>	Leads additional enrichment and extra-curricular activities	Application form, interview, lesson observation
Personal skills	<p>Creates a happy, challenging and effective learning environment</p> <p>Promotes the school's aims positively, and uses effective strategies to monitor pupil motivation and wellbeing</p> <p>Develops good professional relationships within a school community, including colleagues, parents and governors</p> <p>Possesses excellent interpersonal and communication skills, both orally and in writing, with pupils, colleagues and parents</p> <p>Has a commitment to personal and professional development of their skills</p>	<p>Demonstrates high level competencies in IT</p> <p>Develops strategies for creating further community links</p>	Application form, interview, lesson observation
Personal characteristics	<p>Works to promote the values and aims of the school</p> <p>Has the energy, stamina and determination to flourish in the role</p> <p>Is committed to inclusion and diversity</p> <p>Has a sense of humour and the ability to remain calm under pressure</p> <p>Motivates pupils effectively</p> <p>Contributes well and proactively within a team</p> <p>Can initiate new ideas and work effectively and independently</p> <p>Is organised and resourceful</p> <p>Is patient, empathetic and shows care, sensitivity and interest when dealing with children and parents</p> <p>Is committed to reflective practice, adapting to changing circumstances and new ideas</p>		Interview, references