**GREAT MARLOW SCHOOL**

**Ref:MathsjobMS_210119**

## JOB DESCRIPTION – MAIN SCALE TEACHER - Mathematics

**Introduction**

All teachers are accountable to the headteacher through their line manager. The post holder is expected to perform the following duties and meet the teaching responsibilities as set out in the School Teachers' Pay & Conditions Document (STPCD). The post holder is responsible for promoting his/her own CPD to ensure that his/her skills, knowledge and understanding remain up-to-date.

**Additionally, STPCD requires all teachers to be involved in**:

- co-operating with the headteacher and other teachers in preparing, developing and reviewing courses of study, assessment and pastoral arrangements
- developing new teaching materials, teaching programmes and methods of teaching, all of which complement the school's strategic aims
- taking part, when required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

**The purpose of the teaching post is to:**

- implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum to students, and to support the curriculum area as appropriate
- monitor and support the overall progress and development of students as a teacher/ form tutor
- facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential
- contribute to raising standards of student attainment and achievement
- share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of students

**Teachers are responsible for:**

- promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her
- providing guidance and advice to students on educational and social matters, including guidance on further education and future careers, including information about where to find more expert advice on specific questions
- making relevant records and reports on the personal and social needs of students
- communicating and consulting with the parents/carers of students, as directed by the headteacher
- registering the attendance of students, and supervising them whether these duties are to be performed before, during or after school sessions
- communicating and co-operating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes described above
- contributing, wherever appropriate, to the wider life of the school
- liaising with the SENDCO to differentiate work to match the needs of individual students
- taking part in marketing and liaison events such as Open Evening, Parents' Evenings and events with partner schools

**Teachers are responsible for teaching and learning, which involves:**

1. planning and preparing schemes of work, lessons and courses, which provide students with the opportunity to achieve their individual potential
2. teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in school and elsewhere
3. assessing, recording and reporting on the development, progress and attainment of students
4. organising and participating in extra-curricular activities, where appropriate
5. ensuring the effective deployment of classroom support
6. monitoring and supporting the overall progress and development of the students
7. contributing to raising standards of student attainment/achievement
8. applying the Behaviour for Learning policy so that effective learning for all takes place
9. maintaining an environment that is conducive to learning.

**Teachers are responsible for assessing and reporting, which involves:**

1. providing or contributing to oral and written assessment, reports, and references relating to individual students and groups of students
2. maintaining accurate and up to date student records
3. tracking student progress and using the data to inform teaching
4. alerting relevant staff to problems identified in a student and recommending solutions

**To maintain standards teachers are required to:**

1. support the aims and ethos of the school as identified in the school evaluation form (SEF), school development plan and school prospectus
2. ensure awareness of national developments relevant to subject and current best practice
3. undertake lesson observations as part of the department observation schedule and performance monitoring arrangements
4. promote and model good relationships with students, colleagues, parents and carers
5. set a good example in terms of dress, punctuality and attendance
6. uphold the school's behaviour code and uniform regulations
7. participate in staff training and take a lead in own professional development
8. develop links with governors and subject advisers
9. actively seek the views of parents, carers and learners as part of the self-evaluation process

**Finally, teachers are expected to:**

- participate in arrangements made for his/her performance management
- review, from time to time, his/her methods of teaching and programmes of work
- participate in arrangements for his/her further training and professional development as a teacher
- contribute to the department's SEF, development plan and its implementation
- assist the head of department in identifying resource needs, work with the team to ensure that resources are shared and used effectively for the benefit of the students
- participate in school cross-curricular days
- participate and contribute to the organisation of school visits and trips that complement learning
- supervise students outside lesson time in morning and afternoon sessions, for example during lesson changeovers
- display the work of students
- regularly attend meetings and parents' evenings that are part of directed time
- maintain good order and discipline among students to ensure their health and safety, both when they are authorised to be on the school premises, and when they are engaged in authorised school activities elsewhere, this includes having a regard for safeguarding

The job description allocates duties and responsibilities. It does not specify the amount of time to be spent in carrying them out and no part of it may be so construed.
The job description is not necessarily a comprehensive definition of the post. It is reviewed annually and it may be subject to modification or amendment after consultation with the post holder.