



## **JOB DESCRIPTION 2023/24**

### **POST: Teacher of Mathematics**

#### **Responsible to the Head of Mathematics**

The Maths classroom teacher is expected to pursue the stated aims of each Department and work within its established or developing policies as outlined in the Department Handbook.

#### **1 Principal Responsibilities**

- To ensure familiarity with subject matter and departmental resources
- To prepare lessons within the context of the departmental scheme and the requirements of the National Curriculum/GCSE and record details in a teacher planner
- To be aware of the range of abilities and needs of pupils within all setted teaching groups and to endeavour to meet their individual needs through effective differentiation strategies
- To liaise promptly with the Head of Mathematics on any concerns relating to individual pupils
- To create and maintain an attractive and stimulating learning environment through display and exhibition, conducive to motivation
- To ensure a disciplined classroom situation, conducive to learning by following school and departmental behaviour policies and, when necessary, setting suitable sanctions
- To maintain a pupils' register of attendance for each class in line with school policy
- To set and mark homework in line with the homework policy and Google Classroom expectations, keeping a full and accurate record of the task, date and deadline
- To assess, record and report achievement according to departmental, school and National Curriculum/GCSE requirements
- To make full use of prior and current achievement data in order to set challenging targets for all pupils and to monitor rigorously their progress towards achieving these
- To give regular feedback to pupils on their progress and encourage and celebrate success whenever possible at whatever level
- To provide 1:1 or small group intervention for specified pupils as required
- To prepare reports on individual pupil progress according to an agreed intervention schedule
- To attend: regular department meetings, designated working groups, open evenings, CPD and annual parents' meetings for each year group as appropriate
- To keep abreast of new developments in mathematical education and pedagogy
- To contribute towards departmental developments
- To ensure the safety of pupils at all times in the classroom and immediate vicinity

- To assume responsibility for voluntary extra-curricular groups, where appropriate, in liaison with other members of each department. E.g. Additional Maths support sessions, booster classes, 'period 6'

## **2 Additional Responsibilities**

- To be a Form Tutor of an assigned Tutor Group and to carry out the duties in accordance with the generic job description under the guidance of the Head of Achievement and maintain the tutor base in tidy order with a regularly updated tutor group noticeboard. Display of Student Council minutes and other notices should provide a focal point in the room
- To contribute to the ethos of the school by promoting care and courtesy in the community and enforcing the codes of behaviour and uniform at all times, both inside and outside the classroom
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom the post-holder is responsible, or with whom s/he comes into contact, in order to adhere to and ensure compliance with the relevant Trust/ School Safeguarding Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services
- To contribute to general supervisory duties in accordance with school policy
- To take part in the appraisal process in accordance with national policies and those of The De Curci Trust
- To attend CPD as required
- To contribute to the period 6 programme
- To comply with the requirements of the National Standards for Teachers

## **3 Miscellaneous Notes**

From time to time, teachers may be required to teach outside of their first subject. If this is required, then appropriate subject support will be made available.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's policy published in the Staff Handbook and have regard to the Teachers' Conditions of Employment and the National Teachers' Standards.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after discussion.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.