



Job description



JOB TITLE: Teacher of Maths

JOB PURPOSE:

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- To maintain clear vision, purpose and high expectations focused on students' achievements.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: Curriculum Leader or Line Manager

Responsible for: The provision of a full learning experience and support for students

Liaising with: Headteacher, Senior Leadership Team, Curriculum Leaders, Inclusion Manager, Pastoral Leaders, relevant staff with cross-school responsibilities, Achievement Coordinators, Teachers and Support Staff

Working time: Full time as specified within the STPCD

Salary Grade: Classroom Teachers' pay scale TLR negotiable

KEY TASKS

Ethos:

- To play a full part in the life of the Catholic school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.

TEACHING

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials, including schemes of work.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and

demands of the syllabus.

- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

STRATEGIC PLANNING

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

CURRICULUM PROVISION

- To assist the Curriculum Leader, the Assistant Head of Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.





STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To act as positive role model to students.

SCHOOL SELF EVALUATION

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including school self-evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- 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.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

COMMUNICATION & LIAISON

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies

MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials.

- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students

EVERY CHILD MATTERS

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and Citizenship and Enterprise according to school policy.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To apply the Behaviour Management systems so that effective learning can take place.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the role holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

February 2019





Person specification



ESSENTIAL REQUIREMENTS:

Qualifications

- Qualified Teacher Status
- Recognised degree or equivalent

Personal and Professional Qualities

- High level of motivation and commitment
- Has the ability to communicate effectively and appropriately
- Has the ability to establish successful relationships at all levels and can work as an effective member of the team
- Has a vision of developing in the job
- Has a high regard to professional development and awareness of his/her own training needs
- Has a sense of humour

Knowledge and Skills

- Has the necessary knowledge and experience to undertake the duties of the post
- Has leadership skills
- Has organisational skills
- Has ICT skills
- Has an understanding and awareness of current educational developments
- Has demonstrated high standards in the necessary professional competencies required of teachers in:
 - Subject knowledge
 - Classroom management
 - Assessment, recording and reporting students' progress

Extra essential requirements

- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety of children and young people
- Commitment to sustaining regular attendance at work
- Commitment to undertake relevant training and professional development

We welcome applications from Catholic and non-Catholics for all posts at Mount Carmel but we expect all staff to encourage and support the distinctive ethos of the school, whatever their role or personal faith beliefs.

Application Process

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings

The letter of application should;

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post including demonstrating a proven track record in GCSE results and lesson observations
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to
vacancies@mountcarmelhigh.lancs.sch.uk

