

JOB DESCRIPTION

Post Title	Second in Department - Mathematics
Responsible to	Curriculum Leader
Responsible for	Delivering high quality teaching & learning. Ensuring that all students reach their full potential.
Salary	MPS/UPS + TLR 2c £6,646
Start Date	1 September 2019
Note	The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this job description. This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment after consultation with the post holder.

MAIN RESPONSIBILITIES OF POST

- 1 To teach Mathematics to students across the age range.
- 2 To contribute towards the development of teaching and learning within the maths department.
- 3 To develop schemes of work and appropriate resources utilising an allocated resource.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings:

Teaching

- planning and preparing courses and lessons
- setting and marking of work
- assessment, recording and reporting

Other activities

- promoting the progress and wellbeing of individuals and classes
- providing guidance on educational and social matters
- making records and reports on the personal and social needs of students
- communicating and consulting with parents of students
- communicating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes above

Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

Performance management

- participating in statutory arrangements for appraisal

Review, further training and development

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

Educational methods

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Discipline, health and safety

- maintaining good order and discipline among students and safeguarding their health and safety

Staff meetings

- 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

Public examinations

- participating in all arrangements for public examinations

PERSON SPECIFICATION

The following qualities and aptitudes are sought in the successful candidate:

Essential	Desirable
<i>Qualifications</i>	
The successful candidate should be qualified to degree level in Mathematics.	Post-graduate qualification (MA etc.)
The successful candidate must have a relevant teaching qualification (PGCE, Cert Ed, B.Ed.).	
<i>Experience and skills</i>	
The ability to teach the full age and ability range is required.	
A thorough knowledge of and enthusiasm for the subject of Mathematics is required.	
A commitment to the provision of quality and equality of opportunity in the teaching of Mathematics is required.	Competence and experience in the use of ICT in the teaching of Mathematics is desirable.
Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc.) are sought.	
The successful candidate will be required to work effectively in a closely-knit team.	Experience of or a willingness to make a significant contribution to extra-curricular activities is highly desirable
Commitment to continuous review and curriculum development is sought.	
Candidates should have a forward-looking approach to teaching and have drive, initiative and the ability to respond quickly to further developments in education within school.	An understanding of the changing school environment and national issues will be an advantage.
Committed to the safeguarding of children and young people	