Little Lever School

be kind | work hard | take responsibility

JOB DESCRIPTION

Job Title	**TEACHER OF MATHEMATICS**
Status	PERMANENT
Pay Range	**TEACHERS' PAY SCALE**
Primary Purpose of the Job	• To fulfil the Teachers' Standards, in the context of being a teacher of Maths as part of a Subject team and as a Form Tutor as part of a Year team • To believe that all students can achieve great things and prepare and deliver lessons as part of a broad and balanced curriculum to meet all students' needs • To be a reflective practitioner who acts on feedback to improve their practice and is able and willing to share best practice with their colleagues • To monitor and support the overall progress and development of students as a teacher and as a Form Tutor including the personal development dimension • To facilitate and encourage a learning experience and environment which provides students with the opportunity to achieve their individual potential • To contribute to raising standards of student progress and attainment • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Responsible to	Leader of Maths
Principal Responsibilities	To meet all requirements as appropriate of the Teachers' standards in line with Career Stage Expectations

<u>Teaching & Learning:</u>

- To provide a personalised and responsive teaching approach that takes into account the needs of all students
- To set and mark differentiated work carried out by the student in school and elsewhere
- To use a variety of delivery methods and pedagogical activities which will stimulate learning appropriate to student needs and demands of the syllabus
- To monitor the impact of pedagogical activities on students' learning
- To grade and give written/verbal and diagnostic feedback that helps students' make progress as required
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, department and school procedures
- 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 literacy and numeracy skills are reflected in the learning experience of students
- To ensure a high quality learning experience for students which meets internal and external quality standards

- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study

Operational / Strategic planning & Quality Assurance:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area
- 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
- To contribute to the department's development plan and implementation
- To plan and prepare courses and lessons
- To contribute to educational enhancement activities
- To contribute to the whole school's planning activities
- To help to implement school quality assurance procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures
- 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

Curriculum Provision and Development:

- To assist the Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining/awarding bodies and our Aims and Strategic Objectives

Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the Appraisal 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

Communications:

- To communicate effectively with the parents/carers of students as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

Care Guidance and Support:

- To be a Form Tutor to an assigned group of students and to contribute to Tutor time and other tutor based curriculum activities
- To promote the general progress and well-being of individual students and of the Tutor Group
- To liaise with a Year Leaders and other key staff to ensure implementation of the 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
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents/carers of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff

- To apply the Respect Charter, Perfect Climate and other Behaviour for Learning systems so that effective learning can take place

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation

This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme

Date Job Description prepared/updated	March 2025
Job Description prepared by	HR