TEACHER OF MATHEMATICS (FIXED TERM)

Job Description

Job Title:	Teacher of Mathematics
Contract Information:	Fixed Term (1st January 2027 – 31st March 2027)
Responsible to:	Head of Mathematics
Terms & Conditions:	The current conditions of employment of schoolteachers as laid down by the Department for Education will apply
Salary Range:	MPS/UPS (dependent on experience)

Background & Vision:

Our vision for 'world class' education is one in which all pupils:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

Our values are at the heart of what we do.

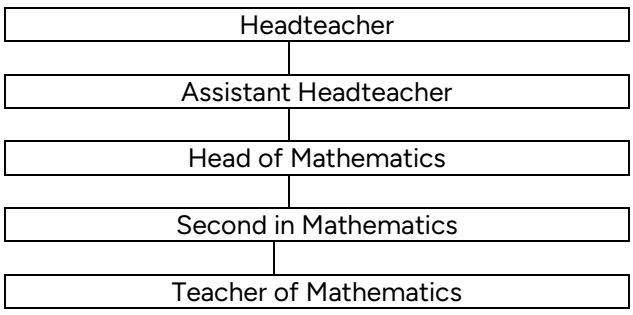
We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our pupils, as their success is our success.

Purpose of the Job:

As a Teacher of Mathematics, you will plan and deliver engaging lessons, assess and support pupils' progress, and work collaboratively with departmental colleagues to promote high standards of teaching and learning.

Organisational Chart



Control of Resources

Personnel: **None**
Financial: **None**

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking of their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

Internal:
1. Teaching and support staff within the academy.
2. Users of the academy.
3. Voluntary helpers.
4. Pupils.

External:
1. Parents/Carers.
2. Visitors and stakeholders.

Key Duties and Responsibilities:

- To teach, according to their educational needs, pupils assigned to him/her in the allocated classes, including the setting and marking of work.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Undertake a designated programme of teaching.
- To maintain discipline in accordance with the rules and disciplinary systems of the school.
- To attend and contribute to department meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.
- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process of the school.
- Monitor and report to parents on the progress of pupils in line with the school's procedure.

- To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.

- To undertake any other reasonable duties as may be agreed from time to time with the Head of Mathematics or Headteacher.

ADDITIONAL SPECIFIC RESPONSIBILITIES (as necessary)

To be the form tutor of an assigned group of pupils:

- To promote the general progress (using the data provided by the Positive Behaviour Referral System) and well-being of individual pupils and of the group as a whole.

- Register pupils' attendance daily, recording absences etc on the Arbor system. Completing the weekly update, uniform checks, check and sign Homework Diaries weekly, write and compile reports as required.

- Escort pupils to assembly and supervise behaviour.

- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.

- To deliver the planned PSCHE programme.

- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.

- To attend and participate in team meetings, staff meetings, open evenings, parents evenings and pupil performance evenings. This will always be in line with directed time and the school calendar.

- Engage actively in the performance development process of the school.

- To uphold the school policies for pupils, especially in relation to the behaviour and uniform regulations.

- To undertake any other reasonable duties as may be agreed from time to time.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.

- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To contribute to the academy ethos, values, aims and development/improvement plan.

- To attend meetings within the Trust, at its academies and external events, as required.

- To participate in training and other learning activities and performance development as required.

- To always maintain confidentiality in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.

- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.

- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

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- Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	*Postholder*	Date
Signed	*Line Manager*	Date