

## Job Description & Person Specification

<b>JOB TITLE</b>	2 <sup>nd</sup> in Department - Mathematics
<b>RESPONSIBLE TO</b>	Head of Department
<b>SUPERVISES</b>	N/A
<b>GRADE</b>	Teachers Main Scale/Upper Pay Scale plus TLR 2b

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

## Duties and responsibilities

### Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- To be responsible for standards of teaching and learning within the curriculum areas alongside the Curriculum Leader.
- To develop and maintain a rigorous system of monitoring, evaluating and improving the quality of teaching and learning within the curriculum areas.
- To ensure that all staff within the area team understand and implement the assessment for learning procedures developed by the school and the area team.
- Set high expectations which inspire, motivate and challenge pupils
- Promote excellent progress and outcomes by pupils
- Demonstrate excellent subject and curriculum knowledge
- Demonstrate their quality of teaching is 'good' to 'outstanding'
- Along with the Curriculum Leader participate in arrangements for preparing pupils for external tests

### Leadership and Management

- To assist with building a strong team which is enthusiastic, ambitious, and determined to achieve the highest standards and outcomes for students.
- To assist in the production (with colleagues) of an annual Improvement Plan, incorporating aims, priorities, targets and actions.
- To deploy the staffing and resources available within the Area to make the maximum impact on the raising of standards in collaboration with the Curriculum Team Leader.
- To ensure that appropriate line management and support systems are in place for all staff within the team and to ensure that the school's Performance Management and Professional Development Arrangements are fully operational.
- To ensure that the professional understanding and practice of all staff within the area Team is promoted, particularly through the sharing of best practice within the Team.
- To ensure that there is a regular formal programme of Area Team meetings.
- To contribute personally to the improvement and development of the school beyond the Area Team, working collaboratively with fellow Deputy Heads of departments, across the MAT and with Senior Staff

### **Whole-school organisation, strategy and development**

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

### **Communication**

- Communicate effectively with pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful teaching experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Highly competent in all elements of the Teachers' Standards</li> <li>• Achievements and contribution to educational settings are substantial and sustained</li> <li>• An excellent knowledge of the National Curriculum</li> <li>• An excellent knowledge of effective teaching and learning strategies</li> <li>• An excellent understanding of how children learn</li> <li>• Extensive knowledge of how to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• An excellent knowledge of guidance and requirements around safeguarding children</li> <li>• Extensive knowledge of effective behaviour management strategies</li> <li>• Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach</li> <li>• A more developed knowledge and understanding of your subject/curriculum area and related pedagogy, including how learning should progress</li> <li>• Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>