

**ST. ANTHONY'S SCHOOL**

**JOB DESCRIPTION**



**Postholder:**

**Job Title:** Teacher

**Curriculum Area:** Maths Teacher

**Responsible to:** Maths Curriculum Leader/ SLT

**Liaising with:** Headteacher; Senior Leadership Team; Key Stage Leaders; Teachers; Support Staff; other relevant external agencies; Parents

**Duties:** To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher

**Job Purpose:**

- i) To implement and deliver a broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- ii) To monitor and support the overall progress and development of pupils as a form tutor.
- iii) To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- iv) To contribute to raising standards of student attainment.
- v) To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**Working Time:** 0.6 FTE.

**Allowance attached to the post:** MPR/UPR + 1 Special Needs

**Disclosure Level:** Enhanced

## **Responsibilities**

### Operational/Strategic Planning

- To assist the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- To contribute to departmental and school development plans and their implementation
- To plan and prepare lessons
- To contribute to school-wide planning activities
- To follow the school policies and procedures

### Curriculum Provision

- To ensure that the Maths curriculum provides a range of teaching which compliments the schools strategic objectives
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the pupils, examining and award bodies and the school's strategic direction

### Human Resource Management

- To participate in the school's staff development programme by participating in the arrangements for training and professional development
- To continue personal development in relevant areas including subject knowledge and teaching methods
- To engage actively in the performance management process
- To ensure the efficient and effective deployment of classroom support
- To contribute positively to effective working relations within the school

### Quality assurance

- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed school policies and procedures
- To review and update methods of teaching, planning and schemes of work
- To take part, as required, in the review, development and management of activities relating to the curriculum, pastoral functions and organisation of the school

### Communication

- To communicate effectively with all staff, pupils and parents
- Where appropriate, to communicate and co-operate with outside agencies
- To follow agreed policies for communication within the school

### Management of Resources

- To contribute to the process of the ordering and allocation of equipment and resources
- To identify in the identification of resources needed for the curriculum area
- To co-operate with other staff to ensure that resources are shared and used effectively throughout the school.

### Pastoral Care

- To be a tutor to an assigned group of pupils
- To promote the general progress and well-being of individual pupils and the class group as a whole
- To register pupils, accompany them to assemblies, encourage attendance at school and lessons and their participation in school life
- To evaluate and monitor the progress of pupils and keep up-to-date records as required
- To contribute to the preparation and monitoring of pupil Education, Health and Care Plans
- To alert appropriate staff to problems experienced with pupils
- To communicate, as appropriate, with parents of pupils and with outside agencies concerned with the welfare of individual pupils
- To apply the behaviour management policy so that effective learning can take place

### Teaching

- To teach pupils according to their educational needs, including the setting and marking of all subject class work and coursework carried out by pupils in the school
- To assess, record and report on the attendance, progress, development and attainment of pupils and keep such records as are required
- To track pupil progress and use information to inform teaching and learning
- To provide, or contribute to, oral and written reports and references relating to individual pupils and groups of pupils
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for all pupils, which meets both internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum
- To maintain discipline in accordance with school procedures and to encourage good practise with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of pupils as requested by external bodies, curriculum areas and school procedures
- To mark, grade and give written/oral and diagnostic feedback as required

### Personal Responsibilities

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To actively promote the school policies and procedures
- To be responsible for own professional development
- To take part in activities such as Parent Consultation Evenings, staff meetings and liaison events with partner schools
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, pupils, parents, visitors and telephone callers and provide a welcoming environment
- To undertake duties on a rotational basis, before the school day, at break and lunchtimes and at the end of the school day
- To attend meetings punctually
- To set cover work during leaving of absence

### Specific Responsibilities

Any such responsibilities will be confirmed to individual post holders upon an appointment being made

### Notes

The above responsibilities are subject to the general duties and responsibilities for Class Teachers contained in the School Teachers' Pay and Conditions Document.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the post holder.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of the post.