

JOB DESCRIPTION:	TEACHER
SCHOOL:	Clyst Vale Community College
POST HELD:	Teacher of Mathematics – Full Time (Fixed Term, Maternity cover)
SALARY SCALE:	MPS
HOURS OF WORK:	Outlined in 'working time' section of the current Teachers' Pay & Conditions Document

GENERAL DUTIES:

The education and welfare of designated classes/groups of pupils in accordance with requirements of Conditions of Employment of teachers other than Headteachers as set out in Part xi of the current Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the College's aims, objectives and schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils on school premises and when they are engaged in authorised school activities elsewhere.

SPECIFIC DUTIES:

- To work within the Faculty of Mathematics undertaking such administrative, internal assessment and reporting tasks related to the teaching of Mathematics as may be necessary.
- To teach Mathematics across the age and ability range.
- To share in the planning / review of schemes of work and curriculum development as appropriate.
- To participate in any arrangements within an agreed national framework for the appraisal of performance.
- To undertake tutorial duties and responsibilities as co-ordinated by the appropriate Head of School.

MATHEMATICS TEACHER: KEY TASKS

As a Mathematics Teacher:

- a) To endeavour to create a learning environment conducive to the teaching of mathematics to timetabled classes following schemes produced by the Department and satisfying NC and exam board requirements
- b) To plan lessons effectively, aiming to ensure that individual pupils seek to make maximum progress and to keep a record of curriculum covered and experiences offered
- c) To follow the principles of good classroom management, as outlined in the staff handbook
- d) To strive to work as part of a corporate Department team, sharing expertise with other colleagues
- e) To participate in the development of schemes of work, Department policies and teaching resources

- f) To participate in the development and implementation of assessment systems used within the Department, including those relating to 'using and applying mathematics'
- g) To attend regular Department meetings and additional meetings relating to the teaching of mathematics, given reasonable notice
- h) To keep abreast of subject developments by participating in INSET and through an awareness of other available resources
- i) **Marking and Recording**
To mark classwork, homework, functional maths activities and internal assessments as determined by the Head of Department as soon as possible after they are completed.

To keep a personal record of all marks and a central record of Department assessment scores, using systems outlined in the Department's assessment, recording and reporting policy

To track and monitor students attainment in KS3, 4 and 5.

To check each pupil's books, as determined by the Head of Department, in order to check work is complete, of acceptable standard and to correct as necessary

To ensure that each pupil stores relevant pieces of work in their record folder and keeps their tracking sheets up to date.

- j) To set regular and purposeful homework, as detailed in the Department's / college's homework policy. To seek to ensure that pupils record tasks set and dates. To keep a record of occasions when pupils fail to complete homework and to set detentions as required.

Reporting

- k) To report to parents on the dates set using agreed Department procedures and forms. To attend related parents' evenings
- l) To control and oversee the use of books, equipment and other resources related to the teaching of mathematics, endeavouring to return promptly those stored centrally, ensuring that any Health and Safety regulations of which you are informed by the Department Head or senior staff are observed.

VOLUNTARY DUTIES:

As agreed with Head of Department

TO WHOM RESPONSIBLE:

Head of Mathematics

This job description is not a comprehensive definition of the post. Discussions may take place with you to clarify individual responsibilities within the general framework and character of the post as identified above. It will be reviewed as part of Performance Management.