



## JOB DESCRIPTION

<b>Title:</b>	<b>Teacher of Mathematics</b>
<b>Grade:</b>	EMS Main Scale
<b>Responsible to:</b>	Lead Teacher of Maths

### Job Purpose

Ensure outstanding provision for students through teaching, learning and assessment, enabling able and enthusiastic students to maximise their potential. Support the Lead Teacher of Maths in developing schemes of learning for Mathematics A-level which enrich and extend the students' experience and development. Collaborate with University and College staff to develop pedagogy and share best practice, supporting outreach work throughout the region. Pro-actively engage in quality assurance and provide pastoral support.

### Main Responsibilities

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Curriculum Development

#### 1. Teaching, Learning and Assessment:

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

- 1.5 Provide appropriate academic, pastoral and career support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare students for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and IEP according to School Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Tutor**

- 2.1 Provide time-tabled academic and pastoral support to students.
- 2.2 Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.3 Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents' evenings and guidance evenings.

## **3. Curriculum Development**

- 3.1 Contribute to the development and monitoring of the Mathematics Curriculum.
- 3.2 Contribute to the development and monitoring of the enriched curriculum, beyond the boundaries of the A-level, providing inspiration for students and teachers.
- 3.3 Link with, inform and support other teachers.
- 3.4 Contribute proactively to the quality assurance and the quality improvement of the mathematics curriculum and school self-assessment.
- 3.5 Support the development of Mathematics and contribute to the School's strategic direction.

#### **4. Additional Duties**

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Contribute the School's outreach program for students throughout the catchment area.
- 4.4 Contribute to the development of new pedagogy and the sharing of best practice within and beyond the School
- 4.5 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.
- 4.6 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.