

Teacher of Mathematics – Job Description

Teaching and Learning

- Contribute effectively to the teaching of the subject, with particular emphasis on the language and cultural barriers which may need to be overcome to make the subject accessible to students.
- Teach students within the department, preparing them for the following courses:
 - IGCSE Maths.
 - A Level Maths.
 - A Level Further Maths.
- Ensure all students are able to thrive and achieve personal excellence.
- Plan and execute a diverse programme that meets individual students needs within Mathematics.
- Assess, record and report on the attendance, progress, development and attainment of students.
- Ensure a high-quality learning experience for students, which meet both internal and external quality standards.
- Prepare lessons, set prep and give timely feedback to students.
- Use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with college procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.
- Support and motivate students to allow them to grow and enhance their own skills.
- Ensure a safe, secure and healthy environment for students.
- Take responsibility for the equipment used in the department, ensuring that it remains well maintained and undamaged.

Teachers are required to carry out general duties and responsibilities in addition to their teaching and pastoral responsibilities.

General Responsibilities

- Ensure students are safe within College.
- Maintain good order and behaviour thereby facilitating learning and safeguarding, health and safety in school and authorised school activities elsewhere.
- Actively engage in the College's Professional Development and Review Programme.
- Perform school duties in accordance with published rotas.
- Take part in scheduled meetings with colleagues and parents in accordance with the College's published calendar.
- Take delegated responsibility for the implementation of the Health and Safety Act in accordance with the College's Health and Safety Policy.
- Promote online safety with all members of the college community.

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- Participate in public and internal examination arrangements as well as other assessment programmes.
- Communicate with parents about students' progress in accordance with College and departmental policies.
- Be responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.
- Adhere to all agreed departmental and whole college policies - e.g., marking, homework, SEND and equal opportunities.
- Undertake additional administrative duties as directed by the Principal/Deputy Principal/Head of Maths/Director of Studies.

Pastoral

All members of staff will either be a tutor or will be allocated to a particular cohort of students. Duties of a tutor include:

- Mentoring students.
- Keeping accurate and up-to-date tutor group registers, following-up all lateness and absences in accordance with college procedures.
- Contributing to the monitoring of the achievement of students in the tutor group through the process of academic review.
- Checking students' homework diaries regularly.
- Accompanying the tutor group to Whole College Assemblies.
- Summarising and commenting on **achievements, attitude to learning** and **behaviour**. Discussing the reports with students as well as with parents at the parent/tutor meetings.
- Contributing to the development of the Virtue programme and delivering materials produced.
- Liaising with subject teachers, senior staff and outside agencies where appropriate about members of the tutor group.
- Being recognised by all members of the tutor group as a key member of staff from whom to seek advice and support - a teacher who may be relied upon to offer guidance in personal, social and learning matters.
- Performing any other duties as directed by the Principal and the Deputy Principal (Academic).

This Job Description may be amended at any time after consultation with you.

Terms

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- The teaching load is up to 24 hours per week. The College day has 8 x 45 minute lessons per day between 8.30am and 4.45pm.
- Timetabled teaching is from Monday to Friday.
- In addition, teachers are expected to work one evening per week until 8.15pm, supporting prep and two Sundays per term from 9.00am to 6.00pm.

Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants for the post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

May 2024