Oxclose Community Academy
Value Diversity : Strive for Excellence

Job Description

Faculty: **Maths**

Job Title: **Teacher of Maths**

Responsible to: **Head of Maths**

Purpose:

- To set high expectations which inspire, motivate and challenge students.
- To promote good progress and outcomes for students
- To demonstrate good subject and curriculum knowledge
- To plan and teach well-structured lessons
- To adapt teaching to respond to strengths and needs of all students
- To make accurate and productive use of assessment
- To manage behaviour effectively to ensure a good and safe learning environment
- To fulfil wider professional responsibilities
- To demonstrate consistently high standards of personal and professional conduct.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour
- To have proper and professional regard for the ethos, policies and practice of Oxclose
- To have understanding of and always act within the statutory framework which sets their professional duties and responsibilities

Reporting to:

- Head of Maths

Responsible for:

- Students' learning outcomes within the area
- Planning effective lessons

Liaising with:

- HoD and relevant staff with cross-academy responsibilities, relevant non-teaching support staff, Academy staff, parents.

Curriculum Provision:

- To liaise with the HoD to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
- To be accountable for the development and delivery of Maths throughout the Academy.

Curriculum Development:

- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.

Quality Assurance: (in liaison with line manager)

- To ensure the effective operation of quality control systems..
- To work within common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all subject areas within the Faculty.
- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the Faculty.

Management Information:

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Faculty.

Pastoral System:

- In conjunction with the line manager, to monitor and support the overall progress and development of students within the Faculty.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PSHE, citizenship and enterprise according to Academy policy.
- To ensure the Academy's behaviour management systems are implemented in the area so that effective learning can take place.
- To be familiar with the Academy's Child Protection Policy and to report concerns to the designated Child Protection Officer.

Academy Duties

- To undertake duties before Academy and at break, on a rota basis.
- To take reasonable care of Faculty resources and to account for any equipment used.
- To attend Faculty meetings and assist in planning and evaluation.
- To set cover work when on leave of absence.
- To liaise with the line manager over career and professional development.
- To report anything that could endanger or threaten the health and safety of students or staff to the line manager.

Teaching:

- To undertake a programme of teaching in accordance with the appropriate professional standards.
- To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students that meet internal and external quality standards.
- To prepare and update subject materials.

- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To liaise with SENCO and the form tutor over students with special educational needs and to modify teaching accordingly.

Form Tutor Duties:

- To offer care and support to students in all aspects of their academy life and prepare them for adult life;
- To develop an understanding and knowledge of each student as an individual;
- To enable students to play an active role in all aspects of the Academy's tutorial and PSHE programme; and
- To undertake all administrative tasks to ensure the smooth day-to-day running of the Academy.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Head Teacher.

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 as set out in the foregoing.

Recruitment and Selection Policy Statement

The Academy's governing body committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.