



St Edward's
CHELTENHAM

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Mathematics Teacher
Hours of work:	0.40 FTE
Remuneration:	Dependent on experience and skill set.
Responsible to:	The Headmaster
Start Date:	September 2024
Purpose of the role:	<p>To carry out the professional duties of a teacher, in accordance with the School's policies, under the line management and the overall direction of the Headteacher.</p> <p>Please note that the duties and responsibilities of a teacher may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development.</p>
Main Responsibilities:	<p>This list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post:</p> <p>Planning, Teaching and Class Management</p> <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none">• Identifying clear teaching objectives and specifying how they will be taught and assessed• Setting tasks which challenge pupils and ensure high levels of interest• Setting appropriate and demanding expectations• Setting clear targets, building on prior attainment• Identifying SEN or very able pupils, accommodating every student's individual needs• Providing clear structures for lessons maintaining pace, motivation and challenge• Making effective use of assessment and ensure coverage of programmes of study• Ensuring effective teaching and best use of available time• Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework

- Using a variety of teaching methods to deliver content effectively, question and listen carefully to students, select appropriate learning resources and develop study skills through use of the Library, ICT and other sources
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Recording schemes of work and plans on the shared area of the network.

Monitoring, Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures
- Prepare and present informative grades and reports to parents, meeting all deadlines.

Curriculum Development

- Have responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities
- Record relevant documentation on the shared area of the School network

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school and staff handbook
- Comply with all Health and Safety requirements
- Know subject(s) or specialism(s) to enable effective teaching
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils
- To act as a Form Tutor, when requested, to an assigned group of pupils as indicated in the Role of the Form Tutor section of the staff handbook
- To carry out registration as requested
- To attend and accompany pupils to assemblies
- To carry out duties as directed by the Senior Management Team
- To cover lessons as requested
- To participate in the extra-curricular activities programme
- To participate in the games programme

	<ul style="list-style-type: none"> • Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school including induction, appraisal, performance management review • Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and events with partner schools • Take responsibility for own professional development and duties in relation to school policies and practices. • Liaise effectively and positively with parents and governors. <p>This list is not intended to be exhaustive</p>
<p>Subject Knowledge & Understanding</p>	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the subjects being taught, level descriptors and specifications for examination courses. • To keep up to date with research and developments in pedagogy and the subject areas.
<p>Professional Standards & Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To complete the on-line training courses as required by the school • To provide the documentation required to carry out a DBS check. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> ○ To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> ○ have SEN; ○ are gifted and talented; ○ are not yet fluent in English. • To uphold the school's core values.

Person Specification

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

	Essential	Desirable	Method of assessment
Qualifications:	A good honours degree relevant to the teaching aspects of the role	A recognised teaching qualification, eg a PGCE, QTS	Production of the Applicant's certificates
Experience:	Teaching up to A Level in a school environment. Highly effective teaching across the Key Stages as shown through strong student progress. Evidence of high pupil achievement from teaching and experience of dealing with young people preferably within an educational context.	Experience of teaching from Year 7 to Upper 6th including both GCSE and A Level Working as a form tutor. Involvement in extra-curricular activities.	CV Interview Professional references
Skills:	Growth mindset with excellent communication skills Resilience and determination The ability to be creative and innovative A reflective practitioner with strong organisational skills and the ability to meet deadlines		Contents of the Application Form Interview Professional references
Knowledge:	Capable of teaching KS3, GCSE / IGCE, A-Level		Contents of the Application Form Interview Professional references
Personal Competencies and Qualities:	Adaptability and show good judgement. Have energy, drive, enthusiasm, a positive manner and a sense of humour. Sympathy with the values and ethos of the School.		Contents of the Application Form Interview Professional references