



St. Mary's College
Crosby

Job Title: Teacher of Mathematics

Responsible to: Head of Mathematics/ Principal (and also the Head of the Preparatory School)

KEY ROLE

- To be accountable for the effective teaching of classes (within the range Key Stages 1 to 5) assigned and the efficient management of available resources.
- To contribute to the teaching of the subject in such a way as to ensure that each pupil is positively encouraged to develop his/her potential to the full. To play a full and active role in the life of this very busy and successful department.
- To be proactive in promoting the wider Catholic life of the College and its Mission and Aims

KEY TASKS

- To plan, prepare and deliver lessons in order to achieve effective management of the learning process, having regard to the departmental schemes of work, the overall aims of the school and department, public examination requirements and continuity and progression for all pupils.
- To assist in the development of appropriate syllabuses, resources, Schemes of Work, marking policies and teaching strategies.
- To provide an appropriate balance of teaching styles and learning experiences.
- To assist in the process of curriculum development and changes to ensure the continued relevance and the needs of the students, exam boards and school strategies and objectives; (particular emphasis will be upon assisting in KS2 to KS3 transition/ continuity).
- Ensuring that assessments, records, reports and *progress files* are efficiently produced and recorded, and that records of work covered with each class are available for discussion with the Head of Department/ Head of Preparatory School.
- Ensuring that full use is made of target data to track progress and to use information to inform teaching and learning.
- Ensure that attendance records are kept for each class and also for your class as a Form Teacher/ Tutor
- Contributing to the overall development of the department and attending relevant meetings; work as a member of a department or team and contribute positively and effectively to working relations within the school
- Have high expectations of all children and young people to ensure that they can achieve their full educational potential.
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.

- Communicate effectively with children, young people, colleagues and parents with relevant information about attainment progress and wellbeing via ongoing communication and the school's agreed annual reporting processes.
- Know how to make effective personalised provision for all children and how to take practical account of diversity and promote equality and inclusion in their teaching.
- Ensuring that the learning environment is made as attractive as possible to create a positive climate for learning.
- Taking all reasonable measures to ensure health and safety and reporting defects in line with school procedures
- Taking care of resources and equipment
- Ensuring that whole-school policies are implemented, including particular reference to Safeguarding.
- To take an active part in the Performance Management Process, including a commitment to CPD.
- To provide work for classes when absent where possible.
- To contribute to any relevant in-service training programmes.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified here

GENERAL DUTIES

- To carry out a share of supervisory duties in accordance with published schedules
- To participate in appropriate meetings with colleagues and parents relative to the above duties
- In accordance with the calendar of meetings, Subject Teachers are expected to attend meetings chaired by the Head of Department as well as whole school INSET or staff meetings at both the college and Preparatory School.
- To play a full part in the life of the school community and support its distinctive Catholic mission and ethos and to encourage students to follow this example.

PHYSICAL DEMANDS

- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone and enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone and speak in an audible tone so that others may understand clearly in normal classrooms, outdoors and on the telephone.

April 2024