



Specialist Mathematics Teacher Job Description

1. INTRODUCTION

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- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.
- Raise standards of student attainment and achievement within Maths and monitor and support pupil progress.
Reporting to: **Deputy Headteacher**

2. TEACHING RESPONSIBILITIES

- To teach Maths to groups of students from all abilities across Key Stage 2.
- To ensure that all lessons are planned with clear aims and objectives.
- To ensure that all lessons are delivered in line with the Maths Mastery approach and school policies.
- To take into account the differing ability lessons of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with departmental and school policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.
- To attend scheduled meetings in the Phase and whole school.
- To work with colleagues in the Maths team to formulate plans which have coherence and relevance to the needs of the individual pupils and to the aims and objectives of our school.
- To ensure that all work in the Maths lessons reflects the distinctive ethos at St. Teresa of Lisieux.
- To help develop Maths resources for the school community.
- To participate in Maths events such as trips and primary/secondary liaison

3. STAFFING

- To continue own personal development in accordance with the School's Performance Management cycle.
- To undertake Performance Management according to the school's PM schedule.
- To set appropriate work for classes within Maths during any periods of absence and make sure that the work is thoroughly reviewed on return.
- To promote teamwork within the Maths Department.
- To participate in the School's ITT programme if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions Document.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Headteacher.
- To enforce the school's behaviour and uniform policies on a daily basis.
- To play an active role in school by delivering extra-curricular maths activities.

4. MANAGEMENT INFORMATION

- To ensure the maintenance of accurate and up-to-date information on all classes/groups taught.
- To make use of analysis and evaluation of pupil data.
- To identify and take appropriate action on issues arising from data, systems and reports.
- Produce reports for the Deputy Headteacher on assessment data, including examination data, as and when required.

5. COMMUNICATION

- To ensure effective communication and consultation with parents and carers of pupils.
- To liaise with other schools, including secondary schools, industry, local community groups etc. as appropriate.
- To contribute to the delivery of St. Teresa of Lisieux maths liaison activities.

6. PASTORAL RESPONSIBILITIES

- To monitor pupil attendance in lessons and ensure that follow-up procedures are put in place where necessary.
- To contribute to the delivery of PSHE in relation to whole school policies.

7. SCHOOL ETHOS

- To play a full part in the life of St. Teresa of Lisieux Catholic Primary School; to support its ethos and to encourage all pupils and staff to follow this example.
- Actively promote the School's policies at all times.
- Comply with the School's Health and Safety Policy at all times.
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To model the behaviours of a professional at all times.

The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.