



## Job Description

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

<b>Post title:</b>  <b>Remuneration:</b>  <b>Hours:</b>  <b>Responsible to:</b>	<p>Maths Teacher (GCSE and A Level)</p> <p>Dependent on Experience</p> <p>Monday to Friday, 0.6 FTE</p> <p>Head of Maths</p>
<b>Main Responsibilities:</b>	<p><b>Planning, Teaching and Class Management</b></p> <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>• Identifying clear teaching objectives and specifying how they will be taught and assessed.</li> <li>• Setting tasks which challenge pupils and ensure high levels of interest.</li> <li>• Setting appropriate and demanding expectations</li> <li>• Setting clear targets, building on prior attainment</li> <li>• Identifying SEN or very able pupils, accommodating every student's individual needs</li> <li>• Providing clear structures for lessons maintaining pace, motivation and challenge</li> <li>• Making effective use of assessment and ensure coverage of programmes of study.</li> <li>• Ensuring effective teaching and best use of available time</li> <li>• Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>• 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.</li> <li>• Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.</li> <li>• Evaluating own teaching critically to improve effectiveness.</li> <li>• Ensuring the effective and efficient deployment of classroom support</li> <li>• Recording schemes of work and plans on the shared area of the network.</li> </ul>

### **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 lead 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.
- Provide up to date contact information including address, home and mobile telephone numbers and email addresses.
- 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 act as a house tutor, when requested, to an assigned House as indicated in the Role of the House Tutor section of the staff handbook.
- 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
- Contribute to PSHE and citizenship as appropriate.

	<ul style="list-style-type: none"> <li>• Attend all major school occasions such as Speech Day, Carol Service and other events as required.</li> <li>• 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.</li> <li>• Support Friends' of Lucton School Events and attend the Christmas Fayre and Summer Fete</li> <li>• Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and events with partner schools.</li> <li>• Take responsibility for own professional development and duties in relation to school policies and practices.</li> <li>• Liaise effectively and positively with parents and governors.</li> </ul> <p>Any other reasonable duties relating to the job as required by the Headmaster.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Person Specification

**Lucton Preparatory School and Nursery 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
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A good honours degree relevant to the teaching aspects of the role</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised teaching qualification, eg a PGCE, QTS</li> </ul>	<p>Application Form</p> <p>Production of the Applicant's certificates</p> <p>Interview</p>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of teaching GCSE and A-Level Mathematics</li> </ul>		<p>Application Form</p> <p>Production of the Applicant's certificates</p> <p>Interview</p> <p>Professional references</p>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Growth mindset</li> <li>• Excellent communication skills</li> </ul>		<p>Application Form</p>

	<ul style="list-style-type: none"> <li>• Resilience and determination</li> <li>• The ability to be creative and innovative</li> <li>• A reflective practitioner with strong organisational skills and the ability to meet deadlines</li> </ul>		Production of the Applicant's certificates  Interview  Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Capable of teaching KS3, GCSE / IGCE, A-Level</li> </ul>		Application Form  Interview
<b>Personal Competencies and Qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for working with children.</li> <li>• A commitment to overcoming barriers to learning.</li> <li>• An ability to inspire confidence.</li> <li>• A positive attitude.</li> <li>• An ability to strike a good professional rapport with children, staff and parents.</li> <li>• Being a positive role model.</li> <li>• To be flexible to the needs of the students.</li> </ul>		Application Form  Interview