



Job Description

Job Title **Teacher of Maths**

CONTRACT DETAILS **Salary Scale MPS**

LINE MANAGER **Area Coordinator Maths**

JOB PURPOSE

To support the pupils within assigned classes to providing high quality teaching to raise pupil achievement and provide the appropriate support to pupils and staff to ensure provision within the school is of the highest standard.

RESPONSIBILITIES

As a classroom teacher

- To undertake any and all duties as laid out in the School Teachers Pay and Conditions Document and meet the professional Standards for Practising Teachers (Wales);
- To plan and prepare lessons, schemes of work and assessment materials;
- To teach, according to their educational needs, pupils assigned to allocated classes, teaching literacy and numeracy skills as appropriate;
- To control and oversee the storage of books and other resources required for class usage;
- To ensure positive behaviour management in accordance with agreed school policies, including the administration of rewards;
- To set homework in accordance with agreed whole school and departmental policies;
- To monitor and assess pupil performance so that targets can be set for individual pupil improvement, including IEPs and to contribute towards whole school progress tracking, supporting any identified pupils who are underachieving;
- To report to parents in accordance with the whole school policy;
- To take registers for each lesson;
- To contribute to departmental meetings, discussions and management systems necessary to coordinate the work of the department and integrate this into the work of the whole school; and
- To participate in the Performance Management Review cycle as per the school policy.

As a form tutor.

- To take the register each morning session and lead the daily act of worship;

- To monitor pupils` attendance and conduct and liaise with Progress managers; Attendance Officer and TAC coordinator;
- To provide general support and guidance to pupils and monitor performance in accordance with the school`s policies;
- To check pupils` Planners regularly and alert parents and the Progress manager if problems arise;
- To monitor the behaviour and uniform of pupils in the Form and liaise with the Progress manager if there are persistent problems;
- To liaise with parents regarding issues as they arise also to liaise with parents where appropriate regarding pupils` social and academic progress;
- To participate in Year group Meetings and Parents` Evenings as required;
- To complete pupil reports in accordance with the schools policy on Assessment and Reporting;
- To deliver and contribute to the planning of PSE lessons as part of published scheme of work; and
- To show a clear commitment to own professional development.

Other

- To undertake any other duties, commensurate with the grade, as requested by the Headteacher.

PERSONAL SPECIFICATION

The successful candidate must;

- have a good honours degree (subject specific);
- have strong numeracy and literacy skills;
- have the potential to be an “outstanding” classroom practitioner;
- have knowledge and understanding of recent developments in high quality teaching;
- have good ICT skills;
- be fully committed to supporting the core purpose of the school as outlined in our Mission Statement;
- be a team player;
- be proactive;
- enjoy working with young people;
- have the capacity to work hard and under pressure;
- be a motivator;
- be a good communicator;
- have personal integrity and the drive to do what is best for the pupils;
- have ambition;
- be committed to providing pupils with a first-class education; and
- have a sense of humour!

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Pontarddulais Comprehensive School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

Signed:

Print Name

Date: