

# Job Description

## Job Information

*All information to be as shown on organisation chart.*

### Job Title:

Teacher – Mathematics

### Directorate:

Children & Young People

### Division:

School

### Section:

Aylestone Business and Enterprise College

### Responsible to:

Faculty Lead – Mathematics

### Functional Links:

Headteacher, Governors, SLT, SENCO, staff, outside agencies, parents

### Main Purpose of Job:

- Carry out teaching duties as appropriate in accordance with the Federation's schemes of work
- To provide all students with a high quality learning programme, through which each individual is able to improve their own performance.
- To demonstrate a high level of expertise in the subject and an understanding of national requirements, as well as assessment criteria and procedures.
- To use baseline information to inform future practice.
- To manage resources effectively and to understand the need to balance subject specific needs with the needs of the whole Federation.

### Main Duties and Responsibilities:

#### • Teaching, setting and supervising work by students

To teach a class, or classes, sets, groups or individual students, and to set tasks to be undertaken both at college and for homework.

#### • Planning

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the students in the class.

To contribute to curriculum planning.

#### • Marking and recording

To mark and assess students' work and to record their development, progress and attainment, both at college and elsewhere.

Set and mark homework assignments in accordance with the published homework timetable and any agreed departmental procedure.

#### • Discipline and relationships

To maintain good order, discipline and respect for others among students.

To promote understanding of the college's rules and values.

To safeguard health and safety.

To develop relationships with and between students conducive to optimum learning.

#### • Communication with parents

To build and maintain co-operative relationships with parents, and to communicate with them on students' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

#### • The classroom

To maintain an attractive and stimulating classroom environment, and to contribute to displays in the college as a whole

- **Overall policy and review**

To take part in whole-federation reviews of policy and aims.

- **Reports**

To provide or contribute to oral and written assessments, reports and references, both at the federation and elsewhere, relating to the development and learning of individual students and groups of students.

- **Review**

To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate.

- **Professional Development**

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews.

Any other duties deemed necessary by the Headteacher

*This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder*

<b>Date Job Description reviewed:</b>	October 2015
Head Teacher Name:	Head Teacher Signature: Date:

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
Successful applicants will be required to provide an enhanced DBS Disclosure.

## PERSON SPECIFICATION

### Job Information:

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#### Job Title:

Teacher - Mathematics

#### Division:

School

#### Section:

Aylestone Business and  
Enterprise College

#### Directorate:

Children & Young People

	Essential	Method of Assessment*
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to teach to KS3 and GCSE.</li> <li>• Commitment to improving student learning and raising achievement.</li> <li>• Enthusiasm to inspire in students a desire to learn and participate.</li> <li>• Ability to communicate clearly and persuasively.</li> <li>• Well developed inter-personal skills and flexible approaches in using them with staff, students, parents and the wider community.</li> <li>• Interest in innovation in the classroom including interactive whiteboard skills.</li> <li>• Experience and understanding of helping high and low achievers.</li> </ul>	AF, I, SM, P
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Appropriate teaching and academic qualifications, including degree and PGCE.</li> </ul>	AF, I, SM, P
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching Mathematics across the full age and ability range of an 11-16 college, with proven success.</li> <li>• Experience of curriculum planning, assessment and moderation.</li> <li>• Experience of team work.</li> <li>• Proven record as a teacher whose students reach high standards of learning and achievement.</li> <li>• Able to enthuse, motivate and discipline students.</li> <li>• Experience in the use of ICT in the classroom with the skill to impart that expertise to others.</li> <li>• Successful track record of achieving college improvement in previous posts.</li> <li>• Evidence of continuing professional development (CPD).</li> <li>• Evidence of successfully introducing new ideas and leading educational innovation in current post.</li> </ul>	AF, I, SM, P

	<b>Essential</b>	<b>Method of Assessment*</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Wide ranging knowledge of current developments in the National Curriculum and its assessment.</li> <li>• Very good knowledge of inclusive curriculum and pastoral approaches to college improvement.</li> <li>• Awareness of current syllabus development.</li> <li>• Specific knowledge of innovative educational approaches which make a difference to student outcomes.</li> <li>• Clear knowledge of the educational challenges facing Aylestone B&amp;E College and of how these will be best met.</li> </ul>	AF, I, SM, P
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Enjoy working with children / young adults and the opportunities that this offers them.</li> <li>• Strong personal commitment to inclusive educational aims and policies.</li> <li>• Capacity to be a positive role model who will consistently promote high expectations amongst students and staff.</li> <li>• Strong personal commitment and drive to achieving improved outcomes for all students.</li> <li>• Pro-active and outward looking attitudes to the development of strong links with the wider community.</li> <li>• Willingness to reflect upon his / her experiences in a critical and constructive manner.</li> <li>• Police clearance.</li> </ul>	AF, I, SM, P  CRB Check
<b>Date Person Specification reviewed:</b>	January 2010	
Line Manager Name:	Line Manager Signature: Date:	

\*Method of Assessment: AF = Application Form; I = Interview;  
SM = Selection Method; P= Presentation

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