



Holme Grange School

Job Description Teacher (Maths)

Holme Grange School

As a teacher at Holme Grange School you should:

- Be true to Holme Grange Mission Statement and work to achieve the ideals set out
- Foster a good quality of relationships with children and their families, particularly those in their class, being aware of the pastoral role that is necessary in an excellent school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Holme Grange
- Treat all children as in your care and not just in your class
- Encourage the home/school partnership and contribute to the life of the school
- Foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

Job Purpose:

The Teacher will:

- Educate children by planning and implementing a differentiated education programme, reflecting individual needs of pupils to develop confident, motivated, self-disciplined learners.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Have a coherent, well developed philosophy of children's learning and of classroom organisation and management and record keeping
- Should offer leadership by example and encouragement to children in their care

The post holder is expected to carry out the tasks below professionally, consistently and in a cooperative manner. Please note in addition to this Job Description all school policies and procedures are binding within the work contract.

Duties:

- Working with the Head of Maths to establish how closely the Holme Grange curriculum meets the needs of the full range of pupils at Holme Grange School and whether any adaptation is required
- Work with colleagues to promote best practice in Maths.
- Keep up to date, through reading and attending INSET courses and by developing links with sources of expertise beyond school

Planning, Teaching and Classroom Management

The teacher is expected to:

- Inspire children, teachers and parents and instil a love of Maths.
- Identify and support pupils in working towards attaining Scholarships at 11+ and 13+ and GCSE at Holme Grange
- Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in their class(es).
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Select appropriate learning resources and develop study skills through the use of a varied selection of resources (including ICT, the school library and local context opportunities).
- Teach their class(es), sets, groups or individual pupils, and to assign tasks to be undertaken both in school and out of school to develop independent learning.
- Mark and assess pupils' work and to record their development, progress and attainment, both in school and out of school; keep detailed records to monitor this progress and to check for understanding and completion in order to address strengths and weaknesses, complete and analyse regular assessments in order to monitor progress and attainment.
- Set clear targets, based on prior attainment, for pupils' learning;
- Maintain high levels of discipline and respect between pupils and staff; promote an understanding of the school's rules and values; safeguard health and safety; and develop relationships with and between pupils conducive to optimum learning.
- Maintain an attractive and stimulating classroom environment and contribute to displays in the whole school.
- Continually evaluate and review their own teaching methods and practices, materials and schemes of work, and to initiate changes as appropriate.
- Provide and contribute to informative verbal and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils.
- Ensure that the subject-matters and learning resources reflect the school's policies on race and gender equality and that these policies are reflected in all assigned tasks and duties.
- Manage and supervise any allocated teaching assistant to fulfil their day-to-day duties within the school.
- To work as an individual and as a member of a team with high professional standards
- The Teacher shall also run/supervise at least one after school co-curricular activity per week and such other activities as the Head shall consider necessary from time to time and as are within the Teacher's reasonable capabilities.

Communication

The teacher is expected to:

- i. Build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, development and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- ii. Establish effective working relationships and communication channels with management, teachers and support staff, which support the school as a community and which cultivate an atmosphere of teamwork.
- iii. Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- iv. Communicate and co-operate with specialists from outside agencies;
- v. Participate in the performance management system for the appraisal of their own performance,

School Policies and Professional Development

The teacher is expected to:

- i. Make themselves aware of the school's SEN Policy and procedures for identification, monitoring and supporting pupils with SEN set suitable learning challenges for all pupils
- ii. Effectively contribute to whole-school reviews of policies, aims and the revision or formulation of school guidelines.
- iii. To function at all times according to the stated policies and practices of the school.
- iv. Keep up-to-date with current educational thinking and practice, both through individual study and attending courses, workshops and meetings, and welcome regular performance appraisals and reviews of their work with the Line Manager.
- v. To complete all required administrative tasks professionally, accurately and promptly.
- vi. To actively participate in all aspects of CPD (Continuous Professional Development), and complete documents effectively and promptly.
- vii. Comply with the Staff Code of Conduct as well as to all policies and procedures of the school.

General School Environment

The teacher is expected to:

- i. Fully participate in building a whole school ethos through activities such as assemblies, supervising pupils before and after school sessions and planning, running co-curricular activities and whole school committees.
- ii. Set a good example with a professional appearance and a culturally sensitive and professional conduct both in the school and the community.
- iii. Provide supervision at agreed lunch, play, break times and gate duty as part of a rota system to ensure adequate supervision and care of pupils at all times
- iv. Take on additional responsibilities, as and when determined and agreed with the senior management.
- v. To act as a consistent role model to all students providing them with advice, knowledge and mentorship that extends beyond the delivery of the curriculum.

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and school policies; including taking responsibility for raising concerns with an appropriate manager.

Further Requirements

- Should be fully committed to the school and enthusiastically involved in its activities, thus helping to promote a flourishing corporate and community life within the school
- Be prepared to teach anywhere directed by the headteacher given due notice, guidance and support
- Support functions organised by the Parents Association of Holme Grange School

For teachers who have been successful in meeting the threshold standards:

- To provide a role-model for teaching and learning
- To lead at least one area of the school curriculum or development plan
- Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.
- To take responsibility for their professional development and use the outcomes to improve their teaching and pupils' learning
- To demonstrate a thorough and up-to-date knowledge of the teaching of their subject and to demonstrate that they take account of wider curriculum developments relevant to their work.
- To demonstrate that, as a result of their teaching, their pupils achieve well relative to the pupils' prior attainment, making progress as good as or better than similar pupils nationally. This should be shown in marks or grades in any relevant tests or examinations, or school-based assessment for pupils where tests and examinations are not taken.
- To make an ongoing, active contribution to the policies and aspirations of the school
- To demonstrate in their everyday work, that they are effective professionals who challenge and support all pupils to do their best through:
 - (a) inspiring trust and confidence,
 - (b) building team commitment,
 - (c) engaging and motivating pupils,
 - (d) analytical thinking,
 - (e) positive action to improve the quality of pupils' learning.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown, but following consultation with you, may be changed by the SMT to reflect or anticipate changes in the job which are commensurate with the salary and job title.