Job Description

Responsible person(s): Head of Mathematics
Last review: June 2026

Job Title	Teacher of Mathematics
Report to	Head of Mathematics
Department	Academic – Mathematics
Start Date	1st August 2027

I. Job Responsibilities

Leading Learning & Teaching

- Put students' learning and welfare at the centre of all of their practice and decision making
- Have a clear vision for effective learning and teaching across the department that reflects and complements whole School goals and guiding statements
- Model excellent classroom practice
- Have a clear understanding of what excellence looks like in their subject area and set standards that support everyone in aiming for this
- Maintain an active critical interest in educational research and debate and promote discussion and training within the department
- Manage and evaluate effective systems for the assessment and tracking of learning, as well as implement a range of sustainable intervention strategies, to ensure all students make excellent progress
- Work to sustain expert subject knowledge

School Improvement & Effective Partnerships

- Work proactively with other staff and school leaders to support and develop initiatives that promote Mathematics and/or school goals.
- Liaise constructively (and proactively) with the parental community to communicate the vision and goals of the department.
- Look for opportunities to work collaboratively with other school leaders to develop their own practice as well as the practice and provision within the Mathematics department.
- Work for any ad hoc tasks as reasonably required by the Headteacher, Head of Academics and Head of Mathematics from time to time.
- Cooperate with the Marketing team for student recruitment, school promotion and other activities.

Key Duties

The Teacher of Mathematics will

Aims & Ethos

1. Be responsible to the Headteacher and the Head of Mathematics for the safe, proper and imaginative provision of Mathematics in line with the school's mission and ethos.

Teaching Load

2. Teach for up to a maximum of 40 x 60 minute periods out of 60 periods /10 day cycle.

3. Motivate and inspire students whilst providing a supportive and dynamic learning environment.

4. Demonstrate a clear understanding of high-quality Learning and Teaching

Curriculum Planning

5. Contribute widely to excellent curricular planning, implementation and review in the following areas:
   a. The regular review, analysis and updating of departmental Programmes of Study and Schemes of Work;
   b. Home Learning in accordance with the school's Home Learning Policy;
   c. The setting of appropriate work during periods of cover for unforeseen absence within the department.
   d. Organise and supervise ECA activities as appropriate.
   e. Actively promote ECA activities and seek student participation.
   f. Attend evening school to supervise students' study and to ensure their safety and security as required.

English Language Learning

6. Contribute to the promotion of English as an Additional Language in the following ways:
   a. Have an awareness of the best practice in EAL with respect to lesson preparation, lesson delivery and differentiation, assessment, marking and reporting;
   b. Ensur that EAL support staff are well used through co-planning, support in lessons, assessment and feedback;
   c. Support the Head of Learning Support in promoting school-wide goals and strategies in respect of developing students' English proficiency.

Assessment

7. Be responsible for assessment in the following areas:
   a. Ensure compliance between schemes of work, classroom practice and examined content and skills for external examinations as defined by the relevant syllabuses for externally examined courses within the department;
   b. Maintain a high awareness of new or upcoming changes to externally examined courses including changes to content and/or assessment procedures;
   c. Co-ordinate the preparation and marking of internal assessment papers in line with external examination standards;
   d. Co-ordinate the preparation and marking of admissions tests and internal assessment papers as required;

Performance Management

8. Be responsible to the Head of Mathematics who will act as Line Manager and who will normally conduct Performance Management;

9. Participate actively and constructively in the School's performance management process in accordance with the Performance Management policy:

10. Reflect on personal practice and participate in peer Learning Walks and Classroom Observation to ensure the sharing of best practice across the School;

Communication

11. Contribute to excellent communication in the following areas:
    a. Regular reporting to parents about the progress of students that explains how students can improve alongside a summary of their achievements;
    b. Regular and published departmental meetings (including agenda setting, production and circulation of minutes, and implementation of arising action points);
    c. Attendance at regular Department meetings and other meetings as required;

Budget and Resources

12. Contribute to budgeting and resources in the following areas:
    a. Ordering books and equipment in accordance with the

school budgeting policies and procedures

b. Ensuring that an up-to-date record is kept of department resources;
c. Ensuring that departmental resources, books and ICT hardware are treated with great care.

Received by: _____

Date received: _____