



Mount St Mary's College

Job Description

Job Title:	Teacher of Maths
Salary:	MSM Teachers Main Pay Scale (starting salary dependent on qualifications and experience)
Location:	Mount St Mary's College
Hours of Work:	0.7 of a Full Time Teacher
Responsible to:	Director of Maths

Job Purpose

All teachers appointed to Mount St Mary's are expected to contribute fully to the co-curricular and pastoral life of the School. This may include evenings, Saturday and/or Sunday duties. The richness of the School depends upon teachers who, for example, coach games, direct plays, and support and organise clubs and societies, and take pupils on trips to concerts and the theatre. The School expects its teachers to contribute whole-heartedly to college life by drawing upon their own interests and enthusiasms.

Main duties and responsibilities

The post holder will be expected to:

- Teach Maths across all age and ability ranges as directed by the Headmaster;
- Contribute to good standards of teaching and learning within the department(s);
- Be an active member of the departmental team;
- Uphold the ethos of the School.

Teaching and learning:

- Plan lessons and sequences of lessons effectively in order that the learning needs of students are met;
- Promote students' spiritual, moral, social and cultural development in the planning and delivery of lessons;
- Make use of information concerning progress and prior attainment to set appropriate and demanding expectations for students' learning and motivation;
- Provide targeted support for students within teaching groups who have special educational needs and/or for whom English is an Additional Language;
- Liaise with the SENCO and teacher responsible for EAL as appropriate regarding students causing concern;
- Use a range of appropriate strategies for teaching and classroom management that engages students and stimulates intellectual curiosity through the use of effective questioning, clear presentation and good use of resources;
- Use IT to enhance teaching and learning;

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships;
- Assess how well learning objectives have been achieved and use this assessment to inform teaching.

As a Subject Specialist:

- Attend all departmental and staff meetings.
- Contribute to the review and revision of departmental policies and programmes of study, including examination courses, as appropriate.

Assessment, Recording and Reporting:

- Set, mark and monitor students' class work and homework in accordance with the School and departmental marking policies.
- Involve students in self-assessment within the subject.
- Record and report on students' progress as outlined in the School and departmental assessment policies.
- Produce written reports in line with the School and departmental reporting policies.
- Meet School deadlines for recording and reporting.

Pastoral Care:

- Promote the general progress and wellbeing of students in your care.
- Attend parent consultations such as Parents' Evenings.
- Consult with the Academic Leader regarding students causing concern.
- Liaise with the Form Tutor, Head of Year, Tutor and Deputy Head Teacher when appropriate.
- Promote good attendance and monitor it in accordance with School policy.
- Engage in the co-curricular activities of the School.

Professional Standards

- Take responsibility for own professional development and to keep up to date with research and developments within the subject(s) taught.
- Understand responsibilities in relation to School and departmental policies and practices, including understanding the School Mission Statement and contributing to it, and maintaining the Catholic ethos.
- Set a good example to students through personal presentation and conduct.
- Use the outcomes of professional development to improve teaching and students' learning.
- Participate in the School Performance Management Programme.

All College staff are expected to:

- a. Work towards and support the School's vision and the current objectives
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value, promote and advance equality and diversity
- d. Work within and adhere to the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process

- h. Undertake other reasonable duties commensurate within the grade as required from time to time

Mount St Mary's College is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

PERSON SPECIFICATION

The post holder must have:

- A teaching qualification, e.g. PGCE, BEd, QTS or previous teaching experience and/or substantial experience in the subject areas
- A degree or relevant or appropriate qualification in the relevant subject area(s)
- Have a thorough up-to-date knowledge of the subject/specialisms
- Have a good knowledge and understanding of Health and Safety issues within the subject area and operate to the standards required.
- An understanding of assessment
- Excellent written and communication skills, including appropriate ICT skills
- A secure knowledge of the importance of data as a means both to measure and to extend progress
- A high level of organisational skills
- Understanding of what is required to secure effective quality teaching and learning
- Ability to be a reflective practitioner
- Ability to provide appropriate challenges for students
- Knowledge of behaviour management strategies and an ability to maintain good classroom discipline
- Emotional resilience
- Flexibility and a willingness to be involved in activities that promote the College
- Ability to work as part of a team
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Commitment to safeguarding and promoting the welfare of children and young people and be suitable to work with Children and Young People
- A commitment to lifelong learning and a willingness to contribute to furthering own learning through CPD
- Previous experience of curriculum timetabling in a previous role would also be advantageous

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.