



Job Description & Person  
Specification  
Secondary School Teacher of  
Mathematics

### **Job Description for Teacher of Mathematics (Maternity Cover)**

**Grade:** Emmaus Catholic MAC Teacher Pay Scales  
MPS - UPS

**Duty Hours:** Full Time/ Maternity Cover

**Line Manager:** Head of Department

#### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

##### **Main Purposes of Role:**

Under the direction of the Head of Department the successful candidate will be expected to:

- Contribute to and improve the teaching and learning throughout the curriculum area, aiming for the highest achievable standards in all lessons.
- Contribute to the development of the mathematics curriculum and develop links with other areas.
- Develop schemes of work and support the planning throughout the subject to improve teaching and learning.
- Contribute to the delivery of the curriculum in the subject area and the assessment of student progress to ensure that teachers and students are working towards the highest standards of achievement.
- Work positively with the Head of Department and collectively develop and improve all aspects of teaching and learning in this area.
- Teach classes across the age and ability range.

##### **General Duties and Expectations:**

- Take on the role of a Form Tutor and deliver our Character and Culture Programme.
- Contribute to the overall ethos and aims of the school.
- Support the Catholic ethos of the school and promote the Catholic values and virtues.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.
- To maintain the confidentiality of all the School's records relating to students, in line with the latest GDPR requirements and the Freedom of Information Act.
- To uphold and comply with the safeguarding policies within the school.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/ status and will be subject to discussion, in accordance with the guidance note on contractual changes.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

### **SPECIFIC RESPONSIBILITIES**

- To contribute to the delivery of the teaching and learning in Mathematics together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To develop your teaching and learning of Mathematics through personal development and training.
- To assess student progress and take appropriate action when such progress identified is below expected targets.
- To deliver challenging, purposeful, enjoyable, and appropriately differentiated lessons in the subject.
- To actively uphold and promote the Catholic Life of the school.
- To make an enthusiastic contribution to extra-curricular activities.
- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
- To ensure that the specific needs and requirements of all students are met.
- To support the purposeful use of ICT in this area to improve teaching and learning.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

#### **Policy/Strategic direction and development**

- Ensure that school policies and strategies are embedded in schemes of work across the subject area.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Share excellent subject practice, knowledge and expertise throughout the school as appropriate

#### **Other Duties**

- Actively promote your subject knowledge within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community.

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who encounters children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

## Teacher of Mathematics – Person Specification

	Essential	Desirable	Evidenced
<b>Education and Training</b>			
DfE recognised Qualified Teacher Status	✘		App, Int
Degree or equivalent qualification	✘		App, Int
Evidence of Professional Development relevant to the role	✘		App, Int
<b>Knowledge and Experience</b>			
Knowledge of current educational theory and pedagogy	✘		App, Int
Understanding and/or experience of current developments in the secondary curriculum	✘		App, Int
Understanding of current approaches to assessment, recording and reporting procedures at various levels	✘		App, Int
Ability to create innovative resources and new learning opportunities.	✘		App, Int, Ref
Experience of developing a range of teaching and learning materials to engage and inspire progress	✘		App, Int, Ref
Proven success of effective teaching and learning in within a secondary school		✘	App, Int, Ref
Proven track record raising standards for students of all abilities		✘	App, Int, Ref
Ability to evaluate and improve the teaching practice of self and others		✘	App, Int
<b>Professional Skills</b>			
Ability to liaise with other teaching staff and work in co-operation with colleagues	✘		App, Int, Ref
Ability to motivate students through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress	✘		App, Int, Ref
Ability to successfully encourage students to the highest standards of individual achievement	✘		App, Int
Ability to assess, monitor and report on students' progress	✘		App, Int
Ability to adopt flexible teaching and learning strategies	✘		App, Int
Ability to use a range of classroom management techniques to inspire learning and engagement	✘		App, Int
Ability to communicate effectively, orally and in writing	✘		App, Int
<b>Personal Qualities and Attributes</b>			
Ability to relate well with children and adults	✘		App, Int
Ability to work as a member of a team	✘		App, Int
Interpersonal skills	✘		App, Int
Ability to demonstrate empathy and understanding with all students regardless of need	✘		App, Int,
<b>Safeguarding</b>			
To comply with the Schools commitment to the protection and safeguarding of children	✘		App, Int, Ref
To demonstrate understanding of current safeguarding concerns and practices	✘		App, Int, Ref

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

