

# Archbishop Ilsley Catholic School



'Justus et Tenax Propositi'

Headteacher: Miss H Burrows

Victoria Road, Acocks Green, Birmingham, B27 7XY tel: 0121 706 4200 enquiry@ilsley.bham.sch.uk

## JOB DESCRIPTION

### Teacher of Mathematics

*Archbishop Ilsley Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The successful candidate will be requested to apply for Enhanced Disclosure from the Criminal Records Bureau, although a criminal record will not necessarily be a bar to obtaining the position.*

#### 1. INTRODUCTION

**NAME OF POST HOLDER:** Vacancy

**Post Title:** Teacher of Mathematics

**Start date:** September 2020 or January 2021

**Post Purpose:**

To uphold the Catholic Life and Mission of the school.

To raise standards of student attainment and achievement within their area of curriculum responsibility.

To be accountable for student progress within the curriculum area.

**Reporting to:** Head of Mathematics

**Working Time:** Full time

**Salary/Grade:** MPS/UPS

**Disclosure Level:** Enhanced

#### General Duties

Teaching Mathematics and associated subjects to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the latest School Teachers Pay and Conditions Document and the National Standards for Qualified Teacher Status, having due regard to the requirements of the National Curriculum, the school's aims and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils and to actively support the aims and values of this Catholic school.

#### Specific Duties

##### 1. Teaching

- a. Plan work in accordance with departmental schemes of work and programmes of study.
- b. Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- c. Work in collaboration with Learning Support Assistants attached to any teaching group.
- d. Take account of students' prior levels of attainment and use them to set targets for future improvements.
- e. Set work for students absent from school for health or disciplinary reasons.
- f. Maintain good discipline by adherence to the Teacher Standards.
- g. Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code.
- h. Set appropriate and demanding expectations for student's learning, motivation and presentation of work.
- i. Develop own subject knowledge to a high level of expertise

##### 2. Pastoral Work

- a. Undertake responsibility for a tutor group as required including tutor/student interviews.
- b. Be the first point of contact for parents of students in the tutor group.
- c. Monitor and set targets for the social and academic progress of individuals in the tutor group.

- d. Promote good attendance and monitor in accordance with the school's attendance policy.
- e. Deliver the designated tutor time programme.
- f. Have a full understanding of the procedures for safeguarding.

#### **Assessment, recording & reporting**

- a. Maintain notes and plans of lessons undertaken and records of students' work.
- b. Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- c. Carry out assessment programmes (e.g. reports) as agreed by the school or faculty.
- d. Complete student records of achievement in line with policy and as specified in the published calendar.
- e. Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.
- f. Be familiar with the Code of Practice for identification and assessment of Additional Educational Needs and keep appropriate records on Individual Education Plans for students.

#### **Professional Standards**

- a. Support the aims of the school to promote a 'learning community'.
- b. Treat all members of the community, colleagues and students, with respect and consideration.
- c. Treat all students fairly, consistently and without prejudice.
- d. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- e. Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities.)
- f. Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- g. Take responsibility for their own professional development and participate in staff training when provided.
- h. Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- i. Read and adhere to the various policies of the school .
- j. Participate in the management of the school by attending various team and staff meetings.
- k. Undertake duties as prescribed within school policies.
- l. Ensure that all deadlines are met as published in the school calendar.
- m. Undertake professional duties that may be reasonably assigned to them by the Head teacher (e.g. cover, etc).
- n. Be proactive and take responsibility for matters relating to health and safety.

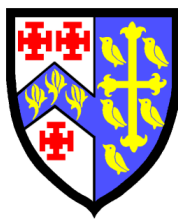
This job description may be amended at any time in discussion between the Head teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

#### **Signatures:**

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....(Teacher) Signed.....(Headteacher)

Dated.....(Teacher) Dated .....(Headteacher)



## PERSON SPECIFICATION

	<b>ESSENTIAL</b>
<b>Qualifications</b>	Qualified Teacher Status (QTS) OR An overseas qualified teacher eligible to teach in schools in England OR An NQT in the summer before becoming QTS*
<b>Knowledge</b>	Knowledge of current curriculum issues in specialist subject. Knowledge of different teaching and learning styles and strategies. Knowledge of a range of assessment strategies.
<b>Skills/ Abilities</b>	Ability to work collaboratively and as a member of a team Good inter-personal skills Ability to communicate effectively in written and oral forms ICT skills, including recent use of common software applications
<b>Approach</b>	A commitment to the values of Archbishop Ilesley Catholic School, including: Catholic Life A willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with No contra-indications for working with children (as part of the safeguarding process). High expectations of all and a determination to raise standards Comprehensive education, equality of opportunity and inclusivity A commitment to learning – a genuine desire to continue learning oneself and a willingness to reflect upon and learn from experience Creativity and imagination Enthusiasm, integrity, and a passion for enhancing every child's life chances Generosity of spirit
<b>Personal Qualities</b>	A sense of humour! A good record of attendance and punctuality A clear commitment to your own professional development. Flexibility and adaptability in the ever changing world of education

\*In which case salary will be paid at instructor role until evidence of QTS received.

### **All offers of appointment are subject to:**

- a) **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- b) **Satisfactory references.** One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- c) **Confirmation of correct National Insurance number** through checks with the relevant government agencies
- d) **Criminal records clearance at the enhanced level**
- e) **Eligibility to work in the UK** by providing a relevant document as specified by the Asylum and Immigration Act 1996
- f) **Evidence of qualifications** outlined on your application form

**Please note any issues identified in your reference will be taken up at interview**