

## Brentwood Ursuline Convent High School Job Description



### Teacher of Maths Part-time (80%), Maternity Cover

- Post held:** Part-time Teacher of Maths for a fixed period from January 2020 to July 2020 or the return of the substantive post-holder from maternity leave, whichever is the sooner
- Responsible to:** Head of Maths
- Salary scale:** MPS / UPS
- Duties:** The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Teacher of Maths at Brentwood Ursuline Convent High School, along with the particular duties expected of the post holder have been set out below:
- Major duties:** Under the overall direction of the Headteacher and the light of the school's mission statement to undertake the following responsibilities.
1. to teach Maths within the school;
  2. to maintain a full record of attendance, effort and attainment of all students as well as records of lessons taught and homework set;
  3. to ensure good supervision and discipline, through efficient planning and delivery;
  4. to work with parents in partnership to enhance the learning experience;
  5. to recognise and celebrate achievement in Maths and to promote an awareness of the importance of Maths in the community;
  6. to initiate and maintain links with form tutors and support staff where appropriate;
  7. to work as one of a team in curriculum development initiatives within Maths;
  8. to contribute to other areas by negotiation;
  9. to undertake tasks which may from time to time be required, e.g. school trips;
  10. to read and observe the Maths Department Health and Safety Policies and Risk Assessment recommendations;
  11. to set, collate and record assessment material for all classes taught;
  12. to check that all students following external examination courses are entered for the appropriate examination, have the necessary assessment requirements and have covered the full syllabus requirements;
  13. to prepare students for public examinations, assess students for the purposes of such examinations, record and report such assessments and attend meetings connected with the conduct of public examinations;
  14. to co-operate with other members of the departments in the development of schemes of work and such Teaching and Learning strategies as are agreed within the department;
  15. to set work for his/her classes where absence is known in advance and setting work for absent colleagues where required;

16. to keep up to date with curriculum innovation, participate in arrangements for INSET, contribute to his/her own professional development;
17. to contribute to the provision of resources and teaching materials and take some responsibility for care of stock;
18. to take on the responsibilities of a form tutor

Other

1. Contribute to the ethos of this Catholic school.
2. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.