**Job Description – Maths and Head of Year**

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| **Role:** | **Teacher of Maths with TLR** |
| **Post Holder:** |  |
| **Job Purpose:** | To assume a teaching role within Maths with responsibility for being a Head of Year of either Year 10 or 11. |
| **Accountable to:** | Head of Maths and Assistant Principal in charge of Pastoral |
| **Responsible for:** | To provide inspirational teaching and learning and to work with student welfare, progress, achievement and behaviour. |
| **Key Tasks:** | 1. To assume overall pastoral responsibility for a year group, including their welfare, behaviour and progress.
2. To liaise with staff, students and parents/carers and tutors to ensure the wellbeing of the student and that school policies are being adhered to.
3. To display the highest standards of professionalism in teaching and relationships with colleagues
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| **Core Purposes:**(in addition to those required of a qualified teacher) | * To coordinate the delivery of the Tutor period within the year Group.
* To work alongside other Year Heads and the Assistant Principal in charge to raise standards around the school.
* Motivate, encourage and develop the personal qualities of the student
* Support tutors in their delivery of the Tutor period curriculum.
* Respond to parental enquiries by telephone, letter or e-mail as appropriate and keep records of all communications.
* Present learning in an inspiring manner with due regard to the ability of the students and the curriculum targets of the particular year group
* Engage in the continuous assessment of the students, tracking progress and informing teaching and learning to ensure the highest standards of attainment are realised
* Plan, administer and mark students’ work in line with the Academy policy
* Write reports on a regular basis, liaise as appropriate with parents and attend Parents’ Evenings
* Attend meetings and participate in continuous professional development
* Participate in academy day and evening activities and duties
* Contribute to extra-curricular life of the Academy
* Undertake any other reasonable duties assigned by the Principal

**These job details are guides to the duties, professional responsibilities and core competencies. They do not form part of the Contract of Employment.** |

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| **General requirements** | All Academy staff are expected to:1. Work towards and support the Academy vision and the current objectives outlined in the Academy Development Plan
2. Contribute to the Academy’s programme of enrichment activities
3. Support and contribute to the Academy’s responsibility for safeguarding students
4. Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors
5. Work within the Academy’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues with a focus on your year group.
7. Engage actively in the performance management/talent development process
8. Adhere to policies as set out in the Academy Trust’s Regulations and staff handbook
9. Undertake other reasonable duties related to the job purpose required from time to time
10. As and when necessary and reasonable, contribute equitably to the Academy’s provision for the supervision of colleagues classes, duties and activities in the event of unforeseen absence
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| **Specific Responsibilities** | 1. Ensure high standards of academic attainment at all levels are realised within the curriculum area of Science
2. Fulfil all TLR responsibilities (see TLR Job Description)
3. Create an environment in which children enjoy learning, where standards of discipline and behaviour are at the highest level
4. Actively promote the academy and inspire children to achieve their potential
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| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

