



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Title of Post:</b>	Teacher of Maths
<b>Pay Range:</b>	Main Pay Range – with fringe allowance Suitable for an Early Career Teacher
<b>Responsible to:</b>	Headteacher, line managed by Deputy Headteacher, Assistant Headteacher, Curriculum Leader or Subject Leader where appropriate
<b>Liaison with:</b>	Whole School Community
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Student progress and achievement.</li> <li>• Effective teaching in the specified subject area.</li> <li>• Support staff assigned to the area.</li> <li>• Working collaboratively with subject colleagues to develop the curriculum provision.</li> </ul>

<b>Job Purpose</b>	<p>To deliver the highest quality of Teaching and Learning through being an effective teacher and tutor who challenges and supports all students to achieve their best by:</p> <ul style="list-style-type: none"> <li>• Inspiring trust and confidence in students and colleagues.</li> <li>• Building team commitment amongst students and colleagues.</li> <li>• Engaging and motivating students.</li> <li>• Analytic thinking.</li> <li>• Taking positive action to improve the quality of student's learning.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and to take account of wider educational developments relevant to your work.</li> <li>• To plan tutor sessions, lessons, and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners.</li> <li>• To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To use a range of appropriate strategies and follow Academy policies for teaching, tutoring, behaviour management and classroom management.</li> <li>• To use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets, and action plans for students in your teaching and tutor groups.</li> <li>• To assess, monitor and record progress of students in your teaching and tutor groups, giving them constructive feedback and advice.</li> <li>• To enable students to achieve well, relative to their prior attainment and to make progress as good or better than similar students nationally.</li> <li>• To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents/Carers Consultation Evenings, review days and liaison events with partner schools/colleges and to contribute to the development of effective subject links with external agencies.</li> <li>• To engage actively in the School's Performance Management review process.</li> </ul>

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	<ul style="list-style-type: none"> <li>To take responsibility for your own professional development within the context of the School's Continuing Professional Development Policy and use the outcomes to improve your tutoring and teaching and your students' learning.</li> <li>To make an active contribution to the development of the school's policies, including team development plans and the overall School Improvement Plan.</li> <li>To contribute to the process of School self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria.</li> <li>To ensure the effective and efficient deployment of classroom support while working as a member of a designated team and contributing positively to effective working relations within the Academy.</li> <li>To co-operate with colleagues to ensure a sharing and effective use of resources to benefit the Academy, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager.</li> <li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy</li> <li>Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li> </ul>
<b>Exercise of Particular Duties</b>	<p>The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2005 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition, "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to them".</p>

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The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

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

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### Teach of Math

	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree holder</li> <li>• Evidence of continuing professional development.</li> <li>• Further post-graduate qualifications.</li> <li>• Excellent outcomes at GCSE in Math.</li> <li>• Experience with student/classroom management.</li> <li>• The ability to deliver consistently good or better lessons.</li> <li>• Understanding the importance of quality written feedback to students.</li> <li>• Understanding the use of assessment data to identify underachievement and plan teaching and learning.</li> </ul>
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn.</li> <li>• Ability to adapt teaching to meet pupils' needs.</li> <li>• Ability to build effective working relationships with pupils.</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> </ul>
	Literacy	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> </ul>
	Technology	<ul style="list-style-type: none"> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>• Ability to compose a professional email</li> </ul>
	Verbal	<ul style="list-style-type: none"> <li>• Ability to exchange verbal information clearly with children and adults</li> </ul>
	Languages	<ul style="list-style-type: none"> <li>• Overcome communication barriers with children and adults</li> </ul>
	Negotiating	<ul style="list-style-type: none"> <li>• Consult with colleagues</li> </ul>
<b>Working with children</b>	Behaviour Management	<ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy</li> </ul>
	SEN	<ul style="list-style-type: none"> <li>• Understand and support the differences in children and adults and respond appropriately</li> </ul>
	Curriculum	<ul style="list-style-type: none"> <li>• Understanding of the learning experience provided by the school</li> </ul>
	Child Development	<ul style="list-style-type: none"> <li>• Basic understanding of the way in which children develop</li> </ul>
	Health & well being	<ul style="list-style-type: none"> <li>• Understand the importance of physical and emotional wellbeing</li> </ul>
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>• Understand the role of others working in the school</li> </ul>
	Relationships	<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> </ul>
	Teamwork	<ul style="list-style-type: none"> <li>• Ability to work effectively with others in the school</li> </ul>
	Information	<ul style="list-style-type: none"> <li>• Ability to provide timely and accurate information, as required</li> </ul>

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<b>Responsibilities</b>	Organisational skills	<ul style="list-style-type: none"> <li>• Good organisational skills</li> </ul>
	Line Management	<ul style="list-style-type: none"> <li>• Ability to supervise and monitor the work of others</li> </ul>
	Time Management	<ul style="list-style-type: none"> <li>• Ability to manage own time effectively</li> </ul>
	Creativity	<ul style="list-style-type: none"> <li>• Willingness to contribute ideas and suggestions to the working environment</li> </ul>
<b>General</b>	Equalities	<ul style="list-style-type: none"> <li>• Committed to equality and diversity</li> </ul>
	Personal Qualities	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul>
	Health & Safety	<ul style="list-style-type: none"> <li>• Committed to our Health and Safety policies and procedures</li> </ul>
	Child Protection	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> </ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>• Commitment to always maintaining confidentiality.</li> <li>• Compliance to Data Protection Act 2018 and GDPR principles/ requirements</li> </ul>
	CPD	<ul style="list-style-type: none"> <li>• Commitment to own continuous personal and professional development</li> </ul>

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<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Has qualified teacher status with a degree qualification	✓	
Evidence of further professional study		✓
Outstanding classroom teacher preferable with experience in all relevant key stages	✓	
Evidence to confirm undertaking recent CPD in the area relevant to this post	✓	
Experience of motivating and teaching students effectively to raise standards	✓	
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to manage behaviour and care strategies within the academy.	✓	
Has the ability and ideas to ensure that The Ongar Academy continues to build upon its reputation	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player		✓
Ability to utilise data effectively to monitor progress and evaluate performance of classes	✓	
Up to date knowledge of curriculum and assessment developments	✓	
Has good organisation skills and make sound judgements when working under pressure	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, trustees, teachers, pupils, and other stakeholders constructively in planning improvements for the academy	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
A proven record of sustained outstanding classroom practice, demonstrating significant value added to achievement levels	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	✓	
A creative and imaginative thinker who can identify innovative solutions to problems		✓
Has a record of successful working with parents as partners in learning	✓	
Committed to on-going research into strategies that can be adapted for successful implementation at The Ongar Academy	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	