



Notley High & Braintree Sixth Form

Job Description and Person Specification

Position: Early Careers Teacher - Maths

Responsible to:	Headteacher, line managed by Deputy Headteacher, Assistant Headteacher, Head of Faculty or Subject Leader where appropriate.
Job Purpose	<p>To deliver the highest quality of Teaching and Learning through being an effective teacher who challenges and supports all students to achieve their best by:</p> <ul style="list-style-type: none"> • Inspiring trust and confidence in students and colleagues. • Building team commitment amongst students and colleagues. • Engaging and motivating students. • Analytic thinking. • Taking positive action to improve the quality of student's learning.
Duties	<ul style="list-style-type: none"> • 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. • 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. • To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To use a range of appropriate strategies and follow Academy policies for teaching, tutoring, behaviour management and classroom management. • 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. • To assess, monitor and record progress of students in your teaching and tutor groups, giving them constructive feedback and advice. • To enable students to achieve well relative to their prior attainment and to make progress as good or better than similar students nationally. • To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy. • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, review days and liaison events with partner schools/colleges and to contribute to the development of effective subject links with external agencies. • To engage actively in the Academy's Performance Management review process. • To take responsibility for your own professional development within the context of the Academy's Continuing Professional Development Policy

	<p>and use the outcomes to improve your tutoring and teaching and your students' learning.</p> <ul style="list-style-type: none"> • To make an active contribution to the development of the Academy's policies, including team development plans and the overall School Improvement Plan. • To contribute to the process of Academy self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria. • 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. • 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.
General	<ul style="list-style-type: none"> • 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. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • 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. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy • 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.
Exercise of Particular Duties	<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

PERSON SPECIFICATION

Early Careers Teacher: Mathematics

	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree holder • Experience of teaching Mathematics
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • Strong knowledge of the subject and National Curriculum • Knowledge of effective teaching and learning strategies • A developing understanding of what outstanding teaching and learning looks like and the willingness to strive to achieve this on a daily basis • A developing understanding of what effective marking and feedback looks like and the ability to provide this for all students according to school policy • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Developing behaviour management skills • The ability to ensure that whole school policies (Behaviour, Homework, Child Protection etc) are implemented consistently
	Literacy	<ul style="list-style-type: none"> • Good reading and writing skills
	Numeracy	<ul style="list-style-type: none"> • Good numeracy skills
	Technology	<ul style="list-style-type: none"> • Good ICT skills, particularly using ICT to support learning
Communication	Written	<ul style="list-style-type: none"> • Ability to compose a professional email
	Verbal	<ul style="list-style-type: none"> • Ability to exchange verbal information clearly with children and adults
	Languages	<ul style="list-style-type: none"> • Overcome communication barriers with children and adults • An ability to forge good working relationships with staff and students
	Negotiating	<ul style="list-style-type: none"> • Consult with colleagues
Working with children	Behaviour Management	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy
	SEN	<ul style="list-style-type: none"> • Understand and support the differences in children and adults and respond appropriately
	Curriculum	<ul style="list-style-type: none"> • Understanding of the learning experience provided by the school
	Child Development	<ul style="list-style-type: none"> • Basic understanding of the way in which children develop
	Health & well being	<ul style="list-style-type: none"> • Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	<ul style="list-style-type: none"> • Understand the role of others working in the school

	Relationships	<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	<ul style="list-style-type: none"> Ability to work effectively with others in the school
	Information	<ul style="list-style-type: none"> Ability to provide timely and accurate information, as required
Responsibilities	Organisational skills	<ul style="list-style-type: none"> Good organisational skills
	Line Management	<ul style="list-style-type: none"> Ability to supervise and monitor the work of others
	Time Management	<ul style="list-style-type: none"> Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> Willingness to contribute ideas and suggestions to the working environment
General	Equalities	<ul style="list-style-type: none"> Committed to equality and diversity
	Personal Qualities	<ul style="list-style-type: none"> A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school High expectations for children's attainment and progress Ability to work under pressure and prioritise effectively
	Health & Safety	<ul style="list-style-type: none"> Committed to our Health and Safety policies and procedures
	Child Protection	<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people
	Confidentiality/Data Protection	<ul style="list-style-type: none"> Commitment to maintaining confidentiality at all times Compliance to Data Protection Act 2018 and GDPR principles/requirements
	CPD	<ul style="list-style-type: none"> Commitment to own continuous personal and professional development

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