

**ARCHBISHOP BLANCH CE HIGH SCHOOL**  
**JOB PROFILE**

*“Archbishop Blanch School is committed to safeguarding and promoting the welfare of children and young people”*

<b>Post Title:</b>	Teacher of Mathematics
<b>Working Time:</b>	Full time
<b>Grade:</b>	MPS/UPS
<b>Disclosure Level:</b>	This post is subject to a current Enhanced Disclosure.
<b>Line Manager:</b>	Faculty Leader

The post holder is required to support and encourage the school's Christian ethos and its objectives, policies and procedures as detailed in the current Staff Handbook and Policy File. This also includes commitment to all relevant policies.

**STRATEGIC PURPOSE**

- To provide a full learning experience and support for students
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the curriculum area as appropriate
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

**MAIN DUTIES**

**OPERATIONAL/STRATEGIC PLANNING:**

- To assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the faculty
- To contribute to the Department's Action Plan and its implementation
- To plan and prepare courses and lessons
- To contribute to the Whole School Improvement Plan and other planning activities

**CURRICULUM PROVISION AND DEVELOPMENT:**

- To assist the Faculty Leader to ensure that the curriculum area of Mathematics provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic objectives

**STAFF DEVELOPMENT:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal Review process
- To work as a member of a designated team and to contribute positively to effective working relations within the department and the school
- To participate in the school's ITT programme, if relevant

**QUALITY ASSURANCE:**

- To contribute to the process of Departmental Self-Review in line with agreed school procedures
- To review from time to time methods of teaching and programmes of work

**MANAGEMENT OF RESOURCES:**

- To assist the Faculty Leader to identify resource needs and to contribute to the efficient and effective use of physical resources
- To contribute to the process of the ordering and allocation of equipment and materials
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students

**TEACHING:**

- To undertake a designated programme of teaching
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the specification
- To mark, grade and provide written/verbal and diagnostic feedback to students as required
- To track student progress and use the information to inform teaching and learning
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching and learning experience of students
- To maintain discipline in accordance with the school's procedures and to encourage good practice by the students with regard to punctuality, behaviour, standards of work and homework
- To ensure the effective and efficient deployment of classroom support if relevant

## **OTHER SPECIFIC DUTIES:**

- To ensure the efficient movement of pupils between lessons and the good behaviour of pupils on corridors
- To be involved in extra-curricular activities which may take place outside of the normal school day
- To ensure pupils are wearing the correct uniform
- To attend Departmental meetings, Parents meetings, Open Evening, Prizegiving and other activities if relevant
- To play a full part in the life of the school community, to support its distinctive mission objectives and Christian ethos and to encourage students to follow this example
- To promote actively the school's corporate policies including full regard to the school's Equal Opportunities Policy
- To continue personal development as agreed
- To comply with the schools' Health and Safety Policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by STPCD not mentioned in the above

## **NOTES**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The responsibilities for this post are subject to the general duties and responsibilities contained in The Statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to clause 4(1) (f) of the Teacher's Conditions of Employment.
- This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- All staff are bound to comply with the School's Data Protection Policy regarding any information submitted to Archbishop Blanch School and held under the Data Protection Act (GDPR) 2018.

# ARCHBISHOP BLANCH SCHOOL

## TEACHER OF MATHEMATICS - PERSON SPECIFICATION

*“Archbishop Blanch School is committed to safeguarding and promoting the welfare of children and young people”*

The governors will seek evidence of the following:

<b>QUALIFICATIONS &amp; TRAINING</b>	<b>Essential</b>	<b>Desirable</b>
Mathematics graduate with qualified teacher status	*	
The ability to teach Mathematics to A level		*
<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Successful classroom experience	*	
Experience of working within an 11-18 school		*
Experience of teaching Mathematics to GCSE Level	*	
Experience of teaching Mathematics to A Level		*
<b>TEACHING SKILLS &amp; ABILITIES</b>	<b>Essential</b>	<b>Desirable</b>
To plan relevant, differentiated and challenging objectives based on pupil knowledge	*	
To plan and deliver a variety of linked activities and learning styles to provide for varying pupil needs	*	
To deliver high expectations of pupil behaviour	*	
To provide opportunities for pupils to develop as independent learners	*	
To use a range of assessment strategies to evaluate pupil progress and to inform pupils how to improve	*	
<b>PROFESSIONAL COMPETENCE</b>	<b>Essential</b>	<b>Desirable</b>
To be in sympathy with the Christian ethos of the school	*	
To show knowledge and understanding of new directions and developments in Geography	*	
A commitment and an understanding of strategies to raise achievement of pupils	*	
To promote high educational standards	*	
The ability to form and maintain appropriate relationships and boundaries with children and young people	*	
An awareness of one's own strengths and development targets and professional development requirements	*	
Ability to use data to establish improvement targets		*
<b>PERSONAL SKILLS &amp; ATTRIBUTES</b>	<b>Essential</b>	<b>Desirable</b>
A keen interest in young people and their achievement in its broadest sense	*	
Ability to secure the confidence and respect of staff, pupils and carers	*	
A good role model, promoting the school's values	*	
A professional manner, approachable and inclusive	*	
Self-motivated and reliable	*	
Fair, discrete and tactful	*	
Commitment	*	
Ability to hit deadlines, complete tasks and be accountable	*	
A good record of attendance	*	
<b>COMMUNICATION SKILLS</b>	<b>Essential</b>	<b>Desirable</b>
Ability to communicate effectively and with sensitivity with students and adults	*	
Have excellent written and oral skills	*	
Competent use of ICT skills	*	