

Role Profile: Head of Maths/Maths Teacher

Purpose

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

Key Accountabilities

Standards and Quality Assurance

- Support the aims & ethos of the school
- Set a good example in terms of dress, punctuality & attendance
- To participate in meetings at the school which relate to the curriculum and organisation of the school and the pastoral care of the pupils
- To attend INSET days and staff meetings, parents' evenings and information evenings
- To supervise lunch sessions and other break duties as timetabled
- To plan, monitor and support the work in Prep

Teaching and Learning

- To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Duncombe School Policies
- To Plan and lessons
- To promote the general progress/wellbeing of any individual group of pupils assigned to you
- To Prepare pupils for 11+ Senior School Examinations
- To lead Maths throughout the school and provide guidance and support to all other teacher, teaching Maths, ensuring Maths is taught to a high level throughout the school
- Provide guidance and advice to pupils on educational and social matters
- To maintain and monitor display work in appropriate areas of the school
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare

Assessing and Reporting

- To assess, record, track and report on children's progress and attainment in line with School Policy
- To be responsible for maintaining the children's individual profiles
- To be responsible for reporting to parents on the children's progress, as well as communicating and consulting with parents regularly
- Work within the Code of Practice relating to Special Educational Needs.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ✓ Good behaviour management skills ✓ Maths Specialism ✓ UK Qualified Teacher Status (QTS) 	
Qualifications	<ul style="list-style-type: none"> ✓ High Standard of English, Maths, IT ✓ Excellent communication skills (oral, written and use of ICT); ✓ Good organisational and administrative skills; ✓ Create a stimulating learning environment ✓ Ability to take the lead in supervising other supporting adults with the classroom. ✓ Ability to work independently or as a member of a team. 	<ul style="list-style-type: none"> ✓ Awareness of Health & Safety requirements and a thorough understanding of safeguarding.
Experience	<ul style="list-style-type: none"> ✓ Evidence of participation in continuous personal and professional development of study ✓ Evidence of a commitment to good m teaching practice 	<ul style="list-style-type: none"> ✓ Experience of teaching across Key Stage 2 ✓ Experience of teaching ISEB curriculum for 11+ examinations
Other	<ul style="list-style-type: none"> ✓ A commitment to CPD ✓ A willingness to work hard, with energy and enthusiasm and be prepared to go 'the extra mile' ✓ Calmness and efficiency and the ability to work under pressure at certain times. ✓ Positive outlook and sense of humour 	

Key Stakeholders:

Internal – LT, staff, pupils, parents

External – Cognita School Support Centre

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: