



CUMNOR HOUSE SUSSEX

Description of role: Maths Teacher (Key Stage 2-3)

Reporting to: Head of Maths

Teaching requirements:

- Be an excellent teacher, inspiring, patient, imaginative, empathetic, encouraging and dedicated.
- Be committed to raising academic standards and improving the quality of teaching and learning within Maths;
- Be a role model for pupils, inspiring them to be actively interested in Maths;
- Plan lessons thoroughly in accordance with school policy and in line with the department's schemes of work;
- Ensure that lessons are sufficiently challenging, and enable all students to make progress at all points in the lesson;
- Be knowledgeable of the educational needs and LED provision plans of the pupils, and teach according to their abilities, strengths and needs;
- Inspire students to continue their learning of Maths beyond lessons;
- Engender an atmosphere within lessons, which is conducive to active learning, and which encourages pupils to learn collaboratively;
- Actively promote Maths, for example by participating in whole school events and initiatives, and through interesting and exciting wall displays;
- Actively seek cross-curricular learning opportunities to promote the development Maths skills throughout the whole school curriculum;
- Promote aspects of Personal Development related to Maths;
- Maintain a stimulating classroom environment;
- Ensure that effective use is made of the resources available within the department and that they are well maintained;
- Promote the general progress and well-being of each child, or any group or class assigned to them. Particular care should be taken to ensure that the cultural needs of the children are taken into consideration and that all children have equal opportunities in Maths;
- Ensure that assessed work is marked on a regular basis in accordance with the departmental marking policy and that it is appropriately annotated to enable students to assess their own learning;
- Communicate with and consult parents regularly, responding positively and professionally to any requests or queries;
- Participate in regular departmental meetings as required by the Head of Department;
- Contribute to PSHE and Citizenship programmes according to school policy;

Assessment Recording and Reporting:

- Assess, record and report the development, progress and attainment of pupils;
- Use information provided by assessments and tracking to inform ongoing teaching and learning;
- Make records and reports of the personal and social needs of the children;
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- Attend Parents' Evenings, being prepared to discuss children's application and progress;
- Be prepared to meet parents at mutually convenient times to discuss their children's progress during the term.

Training and Development:

- Participate in school arrangements for further training and development as a teacher, including Safeguarding training;
- Attend outside courses, as approved by the Head of Department, to refresh and enhance classroom skills;
- Regularly review methods of teaching and programmes of work.

School duties:

- Undertake supervisory duties, as may be reasonably requested, before, during or after school sessions;
- Attend assemblies and register the children's attendance using school procedures;
- Participate in meetings which relate to the curriculum, administration or organisation in the school as a whole;
- Support school functions and activities whenever possible;
- Undertake minibuss training in order to drive a minibus to off-site events when required;
- When requested, supervise children and, as so far practicable, teach any pupils whose teacher is not available to them;
- Assist with the organisation of school events as required by the Headmaster;
- Attend school before term starts and after the term finishes, making necessary preparations as required by the Head of Department and the Headmaster.

Management and Administration:

- Advise and co-operate with the Head of Department and other colleagues on the preparation and development of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements;
- Participate in administrative and organisational tasks related to duties described above;
- Participate in arrangements for preparing children for public exams and in assessing the children for the purpose of such examinations, recording and reporting such assessment and supervision for such examinations;
- Participate in any arrangements for appraisal of his/her performance.

Discipline, Health and Safety:

- Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school's policy, on school premises and when on authorised activities elsewhere;
- Be aware of individual dietary and medical needs, including allergies, and of the procedures in case of emergency;
- Ensure Safeguarding and other essential training is maintained and up to date, providing certificates as required
- Maintain condition of all equipment used, and alert the office (for photocopiers) or DHM/Bursar when attention is necessary.

Professional Standards:

- Support the ethos of the school;
- Keep abreast of national educational initiatives;
- Make an appropriate contribution to extra-curricular activities and the boarding life of the School;
- Set a good example to pupils by appropriate dress, conduct and punctuality;
- Treat all members of the School community with respect and consideration;
- Treat all pupils fairly, consistently and without prejudice;
- Promote the School on public occasions, such as Open Days, Parents' Evenings and Prize Giving Day;
- Ensure that all deadlines are met as published in the School Calendar;
- Take responsibility for matters relating to health and safety.