



Co-op Academy  
Priesthorpe

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Teacher of Mathematics  
**Grade:** MPR/UPS  
**Responsible To:** Head of department / Faculty Leader

### **Purpose of the post:**

- To support the Faculty Leader to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students, supporting the Maths department, to improve the outcomes for students.
- To contribute to raising standards of attainment and achievement by monitoring and supporting student progress, and developing students
- To facilitate and encourage a learning experience which enables students to achieve their potential.
- To share and support the academy's ethos to provide and monitor opportunities for personal and academic growth and success.
- Contribute to academy improvement plans and improving the outcomes for students across the academy.

### **Key Responsibilities – all teachers**

- To teach students according to their educational needs, including the setting, assessment and monitoring of student's work.
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus and wider curriculum.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies within the faculty, and where appropriate wider Academy.
- To positively contribute to the faculty improvement plan.
- To contribute to planning activities, seeking out and recommending improvements to processes within the team.
- 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 cross-curricular themes are reflected in the /learning experience of students.
- To participate in learning evaluation strategies in accordance with academy policy and frameworks.
- Implementing academy policies relevant to teaching and learning, including behaviour, homework and assessment.
- To prepare and update subject materials
- To maintain discipline in accordance with the Engagement for Learning policy, encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- To uphold Teachers Standards in all areas of work and be an active and supportive member of the faculty.

## **Data and Assessment**

- Analyse and interpret academy data to inform intervention and planning.
- Ensure appropriate schemes of learning are in place and that they meet the academic needs of all students.
- Support internal frameworks that monitor the quality of achievement through Data Sweeps and assessment moderation.
- Provide all relevant bodies with robust information relating to student performance and development.
- Assess, record and report on the impact of intervention and mentoring strategies.

## **Curriculum Development**

- Take a role in developing a modern, innovative, balanced and exciting curriculum to raise aspiration and achievement.
- Support structures that ensure teaching and learning is innovative and of a high quality throughout the academy.
- Contribute to the development of a programme of enrichment extending the academy experience beyond the limits of the formal academy day.

## **Developing self and working with others**

- Develop positive working relationships with all staff.
- To engage actively in performance management review(s)
- Support the academy's ITT, NQT and RQT programmes of staff development, as appropriate.
- Participate in the interview process for teaching posts when required and ensure effective induction of new staff in line with academy procedures.
- Support development in learning and teaching within and across curriculum areas through CPD, monitoring and review.
- To take part in the academy'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
- Support colleagues to be successful in their own role through mentoring, coaching and line management, as appropriate.
- Be a visible, proactive presence around the academy, promoting positive behaviour and ensuring the smooth day-to-day running of the academy.
- Reinforce and model the academies and the Co-op Academies Trust's core co-operative values and behaviours.

## **Strengthening the community**

- Liaise with partner academies, Higher Education Institutions, industrial links, governors and other relevant external bodies.
- Work with other agencies to ensure learning experiences and opportunities for students are integrated into the wider community.
- Build the reputation of the academy with the outside community.
- Create and maintain partnerships with parents and carers to support and improve students' achievement and personal development.

## **Managing and promoting the organisation**

- Contribute to the development of effective links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- Ensure effective communication/consultation, as appropriate, with the parents of students and other relevant stakeholders.
- Actively promote the development of effective links with external agencies.
- Act with integrity and a high level of professionalism in all situations.
- Be able to present the academy's performance and other academy initiatives to a range of audiences; parents, governors, the Co-op Academies Trust and other external agencies.

**Child Protection and Safeguarding**

- Ensure that the child protection policies and procedures adopted by the Governing Body and Co-op Academies Trust are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their Child Protection related responsibilities effectively.

**Our Policies**

All staff will fully support and champion, Safeguarding, Child Protection, Equality and Diversity and the Prevent agenda at all times, as appropriate.

**Other**

- Teaching and Coaching Group responsibilities

**NOTES**

All teaching staff will have generic responsibilities which support the development and learning of students. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown. In consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## PERSON SPECIFICATION

### Qualification Criteria

- Educated to degree level.
- Qualified Teacher Status.
- Evidence of relevant and recent CPD.

### Knowledge of:

- The principles behind quality teaching and learning their potential for raising standards
- The principles and practices of planning and delivery
- Effective review and evaluation procedures
- The application of ICT, Literacy and Numeracy to effective teaching

### Experience of:

- A commitment to inclusive education
- Ability to inspire confidence in staff, students and parents
- Setting high standards and provide a role model for students and staff
- Adaptability to changing circumstances/new ideas

### Skills – the ability to demonstrate:

- Strong interpersonal, written and oral communication skills.
- The ability to negotiate and consult fairly and effectively, in a timely manner.
- Different methods of consulting with variety of stakeholders.
- Working effectively as a member of a team
- Ability to seek advice and support when necessary
- Ensuring equal opportunities for staff, students and other stakeholders.
- Adaptability to changing circumstances.
- Decision making based on analysis, interpretation and understanding of relevant data and information
- Good judgement

### Data, Assessment and Evaluation – Experience of:

- Using data to inform effective planning, recommendations and intervention.
- Interpreting data, using it to diagnose weaknesses that need addressing and helping other staff to act on this.
- Effective monitoring and evaluation procedures, which highlight key strengths and areas for development.

### Personal Qualities

- Resilience, emotional intelligence and perspective.
- Reliability, integrity and stamina.
- The ability to think creatively and imaginatively to anticipate, identify and solve problems.
- Intellectual ability and curiosity.
- Vision, imagination and creativity.
- Prioritise and manage own time effectively
- Work under pressure and to deadlines
- Reliability, integrity and stamina
- Resilience and perspective

The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

**This post is subject to an enhanced DBS disclosure. The post-holder must be committed to safeguarding the welfare of children.**