

ASCENSION ISLAND GOVERNMENT

TWO BOATS SCHOOL

JOB DESCRIPTION

JOB TITLE: Secondary Teacher of Mathematics

TEAM: Education

REPORTS TO: Headteacher

GRADE: 4

JOB PURPOSE:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. To be an effective professional who demonstrates their curriculum knowledge, able to deliver effective teaching, learning and assessment to support the achievement of pupils.

AREAS OF RESPONSIBILITY AND KEY TASKS:

Ensure that pupils achieve outstanding progress through:

A) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

1. Identifying clear teaching objective and specifying how they will be taught and assessed;
2. Setting tasks which challenge pupils and ensure high levels of interest;
3. Setting appropriate and demanding expectations;
4. Setting clear targets, building on prior attainment;
5. Be aware of and make provision for pupils who have other particular needs;
6. Providing clear structures for lessons maintaining pace, motivation
7. and challenge;
8. Making effective use of assessment and ensure coverage of programmes of study;
9. Ensuring effective teaching and best use of available time;
10. Maintaining discipline in accordance with the school's procedures and
11. encouraging good practice with regard to punctuality, behaviour,
12. standards of work and homework;
13. Using a variety of teaching methods
14. Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;

15. Evaluating own teaching critically to improve effectiveness;
16. Ensuring the effective and efficient deployment of classroom support;
17. Taking account of pupils' needs by providing structured learning;
18. Opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;

B) Monitoring, Assessment, Recording, Reporting

1. Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
2. Mark and monitor pupils' work and set targets for progress;
3. Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
4. Undertake assessment of students as requested by examination bodies, departmental and school procedures;
5. Prepare and present informative reports to parents.

Curriculum Development:

Contribute to the whole school's planning activities

Other Professional Requirements

1. To carry out the duties as a Teacher in line with the Professional Duties of A Teacher
2. Have a good working knowledge of teachers' professional duties and legal responsibilities;
3. Operate at all times within the stated policies and practices of the school;
4. Have good knowledge of subject(s) or specialism(s) to enable effective teaching;
5. Take account of wider curriculum developments;
6. Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
7. Contribute to the everyday life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
8. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
9. Take responsibility for own professional development and duties in relation to school policies and practices;
10. To be a form tutor to a group of children, to be responsible for their pastoral care and deliver a Personal, Health and Social Education programme.
11. To take part in cover arrangements as necessary

PERSON SPECIFICATION

Essential

Qualifications:

1. Qualified Teacher Status or currently completing a course of professional training leading to QTS.

Experience:

1. A proven record of successful classroom teaching
2. Experience of teaching across the full age and ability range
3. School experiences which have provided a thorough preparation for this post
4. Experience of monitoring and evaluating students' progress
5. Experience working well within a team including where you have taken a leading role

Skills and Knowledge

1. Knowledge of current educational issues
2. Ability to teach up to GCSE level
3. Excellent classroom management skills
4. The ability to communicate effectively with students and adults
5. Secure knowledge of current curriculum developments
6. Understanding of the learning process
7. Excellent written oral and communication skills
8. Excellent organisation, prioritisation and time management skills
9. Excellent classroom behaviour management skills
10. Ability to use ICT to enhance teaching and learning
11. Ability to use a variety of teaching strategies
12. Ability to monitor and evaluate students' progress

Personal Qualities

1. Commitment to the best interests of the students
2. Enthusiasm
3. Reliability and resilience

Desirable

1. Experience of initiating, implementing and managing developments within the subject area
2. Experience as a Form Tutor
3. Ability to teach one other subject

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.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.