

# Highgate Wood School

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range 11 – 18

## JOB DESCRIPTION

**Name:**

**Title of Post:**

**Teacher of Mathematics**

**Salary Grade:**

Main Pay Scale (Inner London Scale)

**Accountable to:**

Head of Department, Line Manager to the Department and Headteacher

<b>A. PLANNING, TEACHING AND CLASS MANAGEMENT:</b>
Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by:
<ul style="list-style-type: none"> <li>Teaching their subject across the age and attainment range.</li> </ul>
<ul style="list-style-type: none"> <li>Identifying clear learning objectives and specifying how they will be taught and assessed;</li> </ul>
<ul style="list-style-type: none"> <li>Setting tasks which challenge pupils and ensure high levels of interest;</li> </ul>
<ul style="list-style-type: none"> <li>Setting appropriate and demanding expectations;</li> </ul>
<ul style="list-style-type: none"> <li>Providing clear structures for lessons, maintaining pace, motivation and challenge;</li> </ul>
<ul style="list-style-type: none"> <li>Making effective use of assessment and ensuring coverage of the programmes of study;</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring effective teaching and best use of available time;</li> </ul>
<ul style="list-style-type: none"> <li>Using ICT to advance learning</li> </ul>
<ul style="list-style-type: none"> <li>Monitoring and intervening to ensure sound learning and discipline;</li> </ul>
<ul style="list-style-type: none"> <li>Using a variety of teaching methods to:                             <ul style="list-style-type: none"> <li>match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;</li> <li>question effectively, listen carefully to pupils, give attention to errors and misconceptions.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and</li> </ul>
<ul style="list-style-type: none"> <li>Evaluating their own teaching critically to improve effectiveness</li> </ul>
<ul style="list-style-type: none"> <li>Participating in appropriate INSET/Professional Development</li> </ul>
<ul style="list-style-type: none"> <li>Contributing to the development of teaching and learning materials eg schemes of work, for their subject area.</li> </ul>
<ul style="list-style-type: none"> <li>Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;</li> </ul>
<ul style="list-style-type: none"> <li>Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;</li> </ul>
<ul style="list-style-type: none"> <li>Using a variety of teaching strategies which involve planned adult intervention,</li> </ul>
<ul style="list-style-type: none"> <li>Managing other adults in the classroom,</li> </ul>
<ul style="list-style-type: none"> <li>Having a clear understanding of subject knowledge for their curriculum area, and staying up-to-date with this.</li> </ul>
<ul style="list-style-type: none"> <li>Understanding how students learn, as supported by evidence from research</li> </ul>
<ul style="list-style-type: none"> <li>Explicitly teaching new ideas and modelling these for students</li> </ul>
<ul style="list-style-type: none"> <li>Building the subject scheme of students by linking new with prior knowledge</li> </ul>

<b>B. MONITORING, ASSESSMENT, RECORDING, REPORTING</b>
Class teachers monitor, assess and report the progress of the pupils allocated to them by:
<ul style="list-style-type: none"> <li>Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;</li> </ul>
<ul style="list-style-type: none"> <li>Marking and monitoring pupils' work and setting learning targets for their progress;</li> </ul>
<ul style="list-style-type: none"> <li>Assessing and recording pupils' progress systematically; keeping records to check that work is understood and completed; monitoring strengths and weaknesses to inform planning and recognising the level at which a pupil is achieving; and</li> </ul>
<ul style="list-style-type: none"> <li>Preparing and presenting informative reports to parents.</li> </ul>
<ul style="list-style-type: none"> <li>Taking action to close any gaps in their teaching groups.</li> </ul>

<b>OTHER PROFESSIONAL REQUIREMENTS</b>
Class teachers
<ul style="list-style-type: none"> <li>Have a working knowledge of teachers' professional duties and legal liabilities e.g. equal opportunities</li> </ul>
<ul style="list-style-type: none"> <li>Operate at all times within the stated policies and practices of the school;</li> </ul>
<ul style="list-style-type: none"> <li>Establish effective working relationships and set a good example through their presentation and personal and professional conduct;</li> </ul>
<ul style="list-style-type: none"> <li>Endeavour to give every child the opportunity to reach their potential, to meet high expectations and reach the five outcomes of The Children Act: <ul style="list-style-type: none"> <li>- staying safe</li> <li>- being healthy</li> <li>- enjoying and achieving</li> <li>- making a positive contribution</li> <li>- able to attain economic well being</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;</li> </ul>
<ul style="list-style-type: none"> <li>Take responsibility for their own professional development and duties in relation to school policies and practices;</li> </ul>
<ul style="list-style-type: none"> <li>Act as form tutors and participate actively in House/year group</li> </ul>
<ul style="list-style-type: none"> <li>Liaise effectively with parents</li> </ul>
<ul style="list-style-type: none"> <li>Accept any reasonable additional responsibilities which might from time to time be determined.</li> </ul>
<ul style="list-style-type: none"> <li>You may be required to teach some Key Stage 3 History or ECS.</li> </ul>