



Job Description and Personal Specification – Subject Teacher With Key Stage 3 Responsibilities for Mathematics

Responsible to - Director of Mathematics

Job purpose:

The post holder will be responsible for supporting the Director of Mathematics in ensuring that an ambitious, coherently planned, well-resourced and sequenced KS3 curriculum for Mathematics is in place for all learners.

You will also provide effective and inspirational teaching and learning of Mathematics as part of an innovative curriculum, to ensure that each learner in your care makes outstanding progress and achieves their potential. You will provide enthusiastic and innovative delivery to secure outstanding standards.

Key responsibilities (KS3 Lead):

- To be accountable for securing the highest standards of pupil achievement across Key Stage 3 Mathematics, monitoring and evaluation of pupil achievement and setting targets for improvement
- To be accountable for the strategic leadership and management of Key Stage 3 Mathematics, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies
- To work with the Director of Mathematics to develop and monitor the Key Stage 3 scheme of work.
- To organise assessment and analysis of students within Key Stage 3 Mathematics.
- To initiate and maintain the provision of extra-curricular activities related to Mathematics at KS3.
- To assist the Director of Mathematics in providing a clear vision and communicating the vision to all members of the department
- To assist the Director of Mathematics in securing the commitment of all members of the department to achieving the vision and to developing a team ethos within the department
- To lead the transition from KS2 to KS3
- To be a good role model for members of the department



Key responsibilities (Teaching):

- 1. To ensure consistently high standards of teaching and learning;**
 - Clear learning objectives and success criteria
 - Stimulate and challenge learners
 - Range of methodologies including the use of technologies and the
 - Active and independent learning that is related to the UTC ethos

- 2. To develop and follow schemes of work for subject that;**
 - Clear objectives, activities, assessment for learning opportunities
 - Cover examination board specification.
 - Evaluation, review and improvement of existing Schemes of Work

- 3. To keep up to date with educational developments, with particular reference to teaching and learning in subject.**

- 4. To establish and maintain high professional standards in accordance with UTC and procedures.**
 - Ensure that lessons are well planned and managed,
 - Lessons start promptly and begin and end in a controlled and orderly manner
 - Appropriate activities and tasks are set
 - Work is checked and marked regularly in accordance with the UTC policy
 - Appropriate verbal and written feedback and constructive advice are given to enable learners to achieve their aspirational targets
 - Keep accurate assessment records.
 - Promote independent reading of fiction with the students.

- 5. To ensure learning is personalised dependent on learner's needs and abilities.**
 - Work is differentiated to meet the needs of learners.
 - Prepare stimulating and interesting teaching materials appropriate to learners abilities including the use of the ICT
 - Specialist Support staff are deployed effectively in lessons and learners are supported in their learning.

- 6. To ensure that the learning environment promotes outstanding teaching and learning.**
 - Displays are stimulating and are in accordance with the UTC ethos
 - Teaching and learning areas are well organised, tidy and reflect the business ethos of the UTC

- 7. To use UTC's Behaviour Policy consistently and fairly.**
 - Positive behaviour management strategies, based on the principle of Professional Conduct and Respect for all
 - Insisting upon adherence to the Dress Code
 - Ensuring all learners are properly prepared and equipped for learning



- Consistent use of rewards and sanctions in line with the UTC Behaviour Policy
8. **Promote equal opportunities and deal with any issues that arise in accordance with UTC policy and procedures.** This will involve dealing promptly and appropriately with **all** incidents of bullying and all other forms of prejudice and discrimination.
 9. **To ensure learner progress is outstanding through using a range of assessment strategies and regular reviews against target.**
 - Learners who are under achieving are discussed with the subject leader or equivalent
 - To use appropriate intervention strategies, such as catch up sessions, to improve learners achievement
 - To keep careful accurate records and ensure timely reporting
 - To liaise with the subject leader (or equivalent) over external examination entries and internal assessment opportunities
 - To provide work as appropriate for learners not in lessons
 10. **Ensure that appropriate work is set in case of absence so that pupils are able to consolidate their learning and continue to make good progress.**
 11. **Inform parents about their child's learning and development**
 - through the UTC reporting system
 - parents' evenings or other equivalent activities
 12. **To contribute to the Pastoral programme:**
 - To act as a personal tutor for a group of students as directed by the Assistant Principal
 - To ensure tutor time is used effectively in the delivery of the UTC pastoral and PSHE programmes
 - To communicate regularly with parents of these learners when required
 - To deliver PSHE and Careers programmes
 13. **To contribute to the enrichment programme**
 - To organise and run enrichment sessions
 - To ensure that learners are appropriately challenged in their enrichment session and enriching their curriculum
 - To create opportunities for curriculum enrichment through organisation of trips, visits, speakers, or other activities designed to increase student engagement which involve a 'real' audience and purpose
 14. **Contribute to the progress and achievement of UTC vision, ethos, aims and objectives**
 - To develop project based learning activities that help embed our STEM focus
 - To take part in student recruitment and marketing events as reasonably required
 15. **Attend and contribute to meetings as required,** ensuring that good lines of communication and professional working relationships are maintained.
 16. **Actively engage in professional development activities**
 - Take part positively in the scheduled Performance Management meetings.



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- Seek further professional development and training opportunities to improve performance and broaden experience.

Any other reasonable duties commensurate with the level of this post as directed by the Principal.

Wider expectations:

- Lead by example to uphold the vision and values of the UTC.
- Work collaboratively with partners to provide inspiration and motivation and embody for the students, staff, governors, parents, and the wider community the vision, purpose and leadership of the UTC.
- Proactively develop strong educational relationships with partner organisations.
- Participate in appropriate meetings as necessary within the UTC.
- Ensure students and staff maintain high standards of professional conduct and respect.
- Ensure a safe, secure and healthy learning environment for all students, staff and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Ensure equal opportunities for all free from harassment, bullying or discrimination.
- To attend and participate in parents' evenings, recruitment events or similar as reasonably required.
- To provide cover for teaching staff as required.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, this list is not exhaustive and each individual task involved in the roles may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

Furthermore, the exact nature of the post will be finally determined once the appointment has been made and reviewed annually. This will be in full collaboration with the successful candidate taking into account the individual skills and experiences they bring with them.

This post is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) as part of the UTC's responsibility for promoting the welfare and safeguarding of children. Further details regarding the checks are available by visiting <https://www.gov.uk/dbs>.