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<b>Post title</b>	Qualified Maths Teacher
<b>Salary and grade:</b>	£24,000 - £27,000
<b>Reports to:</b>	The Headteacher
<b>Base</b>	The Lead Centre
<b>Hours</b>	37.5, Monday - Friday

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### **Main purpose of the role:**

The post holder will work alongside Cross Keys Learning/KMS staff to deliver high quality teaching provision which will include:

- Taking responsibility for the learning and achievement of all Cross Keys Learning/KMS Pupils" ensuring equality of opportunity for all
  - Being responsible and accountable for achieving the highest possible standards and outcomes for ALL young people taught by Cross Keys Learning.
  - Taking responsibility for promoting and safeguarding the welfare of the Pupils within the school
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### **Key duties and responsibilities**

#### **Teaching**

- Deliver the curriculum as relevant, to the age and ability group/subject(s) that you teach, with a focus on Maths.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of the Pupils" you teach.
- Be aware of Pupils" capabilities and their prior knowledge, and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how young people learn.
- Have a clear understanding of the needs of all Pupils" including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for, promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for Pupils" of all backgrounds, abilities and dispositions, monitoring Pupils" progress and levels of attainment which ensure Pupil and programme success.
- To demonstrate subject knowledge and up-to-date expertise, using a variety of appropriate method, styles and learning materials at a level consistent with effective teaching and assessment of the programme, including ICT, group and individual work.
- Make accurate and productive use of assessment to secure Pupils' progress.
- Give Pupils' regular feedback both orally and through accurate marking, and encourage them to respond to the feedback, reflect on progress, their emerging

needs and encourage them to adopt a responsible and conscientious attitude to their own work and study.

- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding Pupils" have acquired as appropriate.
- Participate in arrangements for examinations and assessments in liaison with the school's examination process and ensure all organisational and Awarding Bodies' procedures and processes are adhered to within the relevant timescales.

### **Safeguarding**

- Always take responsibility for promoting and safeguarding the welfare of children and young people within Cross Keys Learning/KMS, raising concerns in line with National/local policy/procedure.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for Cross Keys Learning/KMS Pupils", rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to Pupils" needs in order to inspire, motivate and challenge.
- Maintain good relationships with Pupils', exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of Pupils".
- Have high expectations of behaviour, promoting self control and independence of all Pupils".

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the Pupils', curriculum or organisation of Cross Keys Learning/KMSS including pastoral arrangements.
- Work proactively and effectively in collaboration and partnership with Pupils', parents/carers, other staff and external agencies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of good practice.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of Cross Keys Learning.

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers around pupils' achievements and well-being using Cross Keys Learning systems/processes as appropriate.
- Make a positive contribution to the wider culture and ethos of Cross Keys Learning/KMS.
- Deploy support staff effectively as appropriate

### **Administration**

- Register the attendance of and supervise Pupils', before, during or after sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks.

- To complete daily Cross Keys Learning/KMS behaviour logs/observation records where appropriate.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on Pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues and management.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by Cross Keys Learning/KMS management.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Proactively participate with arrangements made in accordance with Cross Keys Learning Supervision/KMS and Appraisal Policy
- Keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings.
- Take on any additional responsibilities which might, from time to time, be determined

### **Other**

- To have professional regard for the ethos, policies and practices of Cross Keys Learning/KMS, and maintain high standards in your own attendance, appearance and punctuality.
- Perform any reasonable duties as requested by management.
- To actively promote equality and diversity and health and safety in all aspects of the role.

### **Note:**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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### **Person Specification**

The person specification provides an overview of the skills knowledge and experience required to undertake the role and will be used as part of the shortlisting and selection process

#### **Person Specification – Class Teacher: Maths and Additional Subject(s)**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Base/Mode of Assessment</b>
QTS/QTLS/ DTLLS/PGCE	✓		Application
Evidence of Subject Specialism	✓		Application/Interview
Evidence of Continuing Professional Development	✓		Application/Interview
Evidence of delivering Vocational Courses		✓	Application/Interview
Evidence of delivering AQA Courses		✓	Application/Interview

Evidence of working with learners who have SEMH needs for a minimum of 2 years	✓	Application/Interview
In receipt of recent behaviour management training	✓	Application/Interview
Evidence of teaching courses and achieving course outcomes with their learners, and have a sound understanding of how young people learn.	✓	Interview
Ability to plan and prioritise tasks, and work to agreed deadlines	✓	Application/Interview
Proven success managing student assessments, attainment and accreditation systems, and reporting outcomes.	✓	Interview
Knowledge of and involvement with performance review	✓	Interview
Knowledge and experience of procedures to safeguard the welfare of the learners	✓	Interview
Sound in the knowledge and application of appropriate professional boundaries for school staff	✓	Interview
An ability to work within a team	✓	Application/Interview
Competent ICT skills	✓	Application/Presentation
Honesty, Integrity, Empathy and humour	✓	Application/Referees
Commitment to the promotion of the concept of equal opportunities	✓	Application/Interview
A liking and genuine respect for young people who can sometimes be challenging.	✓	Application/ Interview & Presentation

**This post is subject to an enhanced DBS check and other appropriate clearances required to work within an Education setting.**