

# TORQUAY GIRLS' GRAMMAR SCHOOL

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*Experts in the education of bright girls*

- JOB DESCRIPTION:** - Teacher of Mathematics (full time)
- SALARY RANGE** - MPS-UPS
- RESPONSIBLE TO:** - Head of Mathematics
- JOB PURPOSE:** - A subject teacher is responsible for the teaching of Mathematics as well as promoting enterprise activities around the school, ensuring that each pupil is positively encouraged to develop her potential to the full.
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## GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The responsibilities below are subject to the general duties and responsibilities contained within the current teacher pay and condition document and the conditions of employment.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

## Curriculum:

- a) To work with the Head of Department as a member of the team to deliver the curriculum through effective teaching, professional vision and knowledge.
- b) To contribute to the planning of the development of the Department and its Development Plan within the framework of the school's Development Plan.
- c) To contribute to maintaining and developing schemes of work, within the framework of the National Curriculum and examination boards.
- d) To contribute to the identification and planning for SEN provision within the classes taught in co-operation with the SEN co-ordinator.
- e) To maintain sound discipline within the school's agreed procedures.
- f) To contribute to the monitoring of the quality of teaching and learning within the Department.
- g) To undertake assessment in accordance with departmental and school policies and to keep appropriate records and write reports for those classes taught.
- h) To ensure that Health and Safety procedures are followed effectively and consistently.
- i) To review their own work and examination performance.
- j) To ensure that their teaching room(s) present a stimulating environment.

## Staff

- a) To supervise the work of support staff where appropriate.

## Communications and Meetings

- a) To attend and contribute to appropriate meetings of the departmental team and of the school.
- b) To liaise with parents where appropriate so as to contribute to a clear understanding of the Department's work and the progress of those taught.

## Additional Specific Responsibilities

- a) To be a tutor to an assigned tutor group and to carry out related duties in accordance with the Form Tutor job description.
- b) To contribute to appropriate field work and visits.

Signed: ..... Date: .....