

Teacher of Mathematics	
Responsible to:	Board of Trustees, Principal, Head of Department
Primary Goal:	A teacher of Mathematics is an enthusiastic and effective classroom teacher and a positive, co-operative member of the Maths department.
Hours/Tenure:	Fixed term, Part time position – 16 hours per week, Term 3 and 4, 2019

Specific Duties

(This list should be viewed as a general guide and may be subject to change)

Key Roles

1. Curriculum

- deliver the maths curriculum effectively to the levels required as set out in the department handbook.
- contribute to the development and review of programmes and resources.
- attend and contribute to regular Maths department meetings.
- attend appropriate professional development courses where possible.
- keep up-to-date with the maths curriculum and other relevant professional developments.
- help with co-curricular events which the department supports as meeting the interest of students.
- accept delegated responsibilities within the department.

2. Assessment

- follow the departmental requirements of assessment and recording of student progress.
- assist with the preparation, auditing and marking of assessment tasks.
- mark and assess each student's work regularly and promptly.
- meet deadlines for reporting to students and parents/caregivers.

3. Student and Pastoral Care

- be a positive, enthusiastic teacher, establish high expectations and motivating students to achieve.
- know strengths and weaknesses of students and work to accommodate these.
- communicate problems of course completions to students / caregivers.
- have a consistently high standard of expectation of behaviour for students and work to enforce it.
- follow College systems of withdrawal.
- recommend students for awards and accolades.

4. Resources

- follow departmental procedures for issuing and returning texts.
- maintain texts and equipment in good condition.
- contribute to the location and review of potential resources.

5. Wider College

- support the corporate life of the college by attending staff briefings, doing duty, following requirements of a tutor, and maintaining Hagley standards and expectations.
- take part in department meetings and represent the department where arranged.
- be loyal to the department, school and fellow staff and willing to assist in College activities where possible.
- meet reporting requirements, attend parent interviews and respond to parental inquiries.
- maintain a high standard of professional conduct at all times.

Special Responsibilities

Professional Development and Review

- Each teacher is expected to set professional goals, and participate in the Hagley College Professional Development Consultation.
- PDC discussions with the HOD will help identify strengths, highlight issues needing resolution and confirm professional goals.
- Support for teacher through team teaching of some classes.
- Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.
- Each kaiako is expected to adhere to “The code of Professional Responsibility and Standards for the Teaching Profession” (see booklet from the Educational council, “Our Code, Our Standards”)