



Farney Close School,
Bolney Court, Bolney, West Sussex, RH17 5RD

Job Description

Job Title: Teacher (Maths)
Reports to: Head of Education

All teachers are bound by the requirements of the current School Teachers' Pay and Conditions Document and the professional duties therein.

Main purpose of the job:

- Teach Maths to Key Stages 3 and 4. The school follows the National Curriculum, offering a variety of qualifications from single GCSE, Entry Level Pathways and Laser learning Skills.
- Be responsible for the learning and achievement of all pupils in class ensuring equality of opportunity for all and aspirational approach to attainment
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Curriculum

To ensure that the subject you are responsible for is;

- Taught to the requirements of the National Curriculum.
- Fully documented and has Programmes of Study documents.
- To prepare and plan lessons, utilising PPA time effectively
- That you liaise and collaborate with any other teachers who work within your designated subject area.
- That you monitor and evaluate your subject in order to:
 - inform further planning.
 - Meet objectives from the school development plan.
 - to raise pupils standards of achievement.
 - to achieve and maintain high standards of teaching and learning.

Management

- That you ensure the effective continuity and progress of pupils work between Key Stages and year groups.
- To use external comparative "Benchmark" information, and other supporting data, in order to set appropriate "Targets".
- To use baseline assessment information in relation to pupil's skills, knowledge and understanding of your subject, in order to measure individual pupil's progress.
- To efficiently record, assess and collate, evidence of pupil attainment in accordance with the school's policy. Including marking pupil's work in accordance with the school's Marking Policy.
- That you implement all pupil's IEPs and liaise with the SENCO regarding Individual Education Programmes and any implications for your subject area.
- To prepare, inform and direct, classroom assistants on the work to be undertaken by the pupils.
- That the management and co-ordination of pupils' work is suitably matched to pupil's individual needs.
- That the organisation and appearance of the classroom is maintained to a high order.
- That you participate in the duty rota for supervision of pupils at break times.
- That you participate in the assembly rota as directed.
- To write reports to parents, contribute to annual reviews and maintain records on the school Information management system.
- To display pupil's work in the classroom or other designated areas.

Pastoral

- That you effectively liaise with colleagues throughout the school on a regular basis regarding any areas of concern regarding pupils.
- To liaise with other professionals / agencies or parents as and when required.
- To take on the role of a tutor

General Accountabilities:

- Observe the letter and spirit of all the school policies, and be aware of and comply with policies and procedures relating to health and safety, confidentiality and General Data Protection Regulation (GDPR), reporting all concerns to the appropriate person,
- Adhere to the content of the policies in all aspects of day-to-day duties relating to staff, young people, members of the public and other agencies,
- To manage workload effectively and complete tasks in a time efficient manner.
- Contribute to good staff relationships,
- Contribute to the overall ethos/work/aims of the school,
- Attend and participate in relevant meetings, as required,
- Participate in training and other learning activities and performance development, as required,
- Participate in all requirements to ensure continued professional development (CPD), including your annual appraisal and regular meetings with your Line Manager.

Confidentiality:

During the course of their employment the employee may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

The content of this job description will be reviewed regularly in the light of changing service requirements, and any such changes will be discussed with the post holder during their annual appraisal.

The post holder is expected to comply with all relevant Farney Close policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.

Name:	
Signature:	
Date:	

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