



Academies Trust



Teacher of Maths
Co-op Academy
Stoke on Trent
Candidate Pack

Job Description

Teacher of Maths

Co-op Academy Stoke on Trent

Salary: TMS/UPS

Reports to: Head of Faculty

Start date: 1st September 2025

Contract: Permanent

Location: Co-op Academy Stoke on Trent

Purpose of the role

Implement and deliver an appropriately broad, balanced, relevant and scaffolded curriculum for students and to support a designated curriculum area as appropriate.

Monitor and support the overall progress and development of students as a teacher and tutor.

Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

Contribute to raising standards of student attainment.

Share and support the Academy's responsibility to provide and monitor opportunities for academic and personal growth

Key accountabilities (and specific duties / responsibilities):

- To teach students according to their educational needs, including the setting and marking of work carried out by the student in the Academy and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching and learning experience of students.
- To incorporate independent learning and spiritual, moral, social and cultural education into the learning experience of the students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students; which meets both internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to the student's needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal feedback and diagnostic feedback as required.

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Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- To contribute to the Faculty and Department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To assist the Head of Department to ensure that the curriculum area provides a range of teaching; which complements the Academy's strategic objectives.
- To contribute to the Academy's planning activities.

Quality Assurance:

- To help to implement Academy quality assurance procedures and to adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum area(s)/department(s) in line with the agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and schemes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management of Information:

- To maintain appropriate records and to provide relevant accurate and up to date information for MIS, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, the department and the students.

Pastoral System:

- Follow the guidelines set out in the Academy's safeguarding policy in order to safeguard all students.
- To be a tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Community Group as a whole.
- To liaise with a Head of Year and Head of House to ensure the implementation of the Academy's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of students and keep up to date student records as may be required.
- To contribute to the preparation of Action Plans and Progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and Enterprise according to Academy policy.
- To support the Academy in meeting its legal requirements for worship.
- To apply the behaviour management systems so that effective learning can take place.

Person Specification

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <p>QTS or training to gain status.</p> <p>University graduate in relevant subject</p> <p>Postgraduate teaching qualification (or equivalent)</p>		<p>A</p> <p>A</p> <p>A</p>
<p>Experience</p> <p>Knowledge and understanding of current teaching and learning developments.</p> <p>Understanding of the latest teaching and learning in the area of expertise.</p> <p>Ability to plan and resource medium and long-term schemes of work.</p> <p>Experience of delivering subject to both Key Stages Three and Four.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Skills, Ability, Knowledge</p> <p>Evidence of impact on student achievement.</p> <p>Ability to track, monitor and intervene with a class of students.</p> <p>Motivate and inspire staff and students.</p> <p>Analyse and interpret student data.</p> <p>Excellent verbal and written communication skills and able to communicate effectively with a range of stakeholders.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

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Personal attributes required (continued):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Personal Qualities</p> <p>Must be committed to the safeguarding of all students.</p> <p>Resilient.</p> <p>Able to work under pressure and a determination to succeed</p> <p>Passionate about teaching and learning.</p> <p>Willingness to learn and develop new skills.</p> <p>A commitment to excellence.</p> <p>Ambition for further development and promotion</p> <p>Able to demonstrate a commitment to the behaviours and values of the co-operative movement.</p>		<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

We are committed to equality of opportunity for all colleagues and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



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