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**SAPIENTIA EDUCATION TRUST**

**FAKENHAM ACADEMY JOB DESCRIPTION**

**Second in Mathematics**

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| **Line Manager:** | **Head of Mathematics & Computing** |
| **Salary:** | MPR Minimum – UPS Maximum and a TLR2.1 of £2,873 |

**The Post**

We are looking fora well-qualified, enthusiastic and experienced teacher of Mathematics to join us from January 2023 to be second in the Mathematics Department. The successful candidate will assist the Head of Mathematics and Computing in leading, managing and developing the curriculum area. In addition to their normal teachers’ salary the successful candidate will receive a TLR of £2873 for taking on this responsibility.

To find out more about this role, please feel free to contact Mr J Hunneyball, Head of Mathematics and Computing via e-mail [jhunneyball@fakenhamacademy.org](mailto:jhunneyball@fakenhamacademy.org).

**PURPOSE: To support the Head of Department:**

* To strategically lead the work of the department to ensure high standards and achievement in line with the School Improvement Plan.
* To promote the aims, objectives and ethos of the department as outlined in the Department Improvement Plan.
* To ensure personalised support for learning for students in the subject.
* To elicit the support of all parents and carers as active partners in children’s learning.
* To monitor and plan for student progress and development within the subject.

**RESPONSIBILITIES**

* To lead, with the Head of Department, the improvement of learning and teaching.
* To lead on key aspects of the department improvement plan.
* To ensure with the Head of Department, that the curriculum is ambitious and meets student’s needs.
* To maintain standards and facilitate the moderation of assessments.
* To use electronic databases to track students, identifying those who are under-achieving and, where necessary, create and implement effective intervention plans.
* To liaise with other schools in the Trust to ensure appropriate changes are made to the curriculum, teaching and assessments of Mathematics.
* To monitor the targets set within KS4 and to work towards their achievement.
* To research and implement strategies that enable SEND students, including Higher Prior Attainers, to reach their potential.
* To assist the Head of Department in providing the SET Trustees with relevant information relating to KS4 performance and development.
* To work with the Head of Department to assist in Transition from Y6 and to post 16.

**Contributing to the Leadership and Direction of the Department**

* Deputise for the Head of Department where necessary.
* Act as a role model for high quality teaching.
* Promote teamwork and to motivate staff to ensure effective working relations.
* Support the Head of Department in enhancing the standing and visibility of the department within the School and the community through: displays, presentations, awards and communications with parents.
* Support the Head of Department in promoting extra-curricular activities, trips and visits.

**OTHER SPECIFIC DUTIES:**

* Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Promote actively the School and Trust policies.
* Continue personal professional development as agreed.
* This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

**REMUNERATION**

This post is a TLR2.1 payment which will be made in addition to the postholder’s current salary.

All payments are pensionable under the Teachers’ Pension Scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Fakenham Academy employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Fakenham Academy & Sixth Form’s Performance Management Programme.