**Second inTechnology Faculty – Job Description**

**1. Job Purpose**

The education and welfare of designated classes/groups of students in accordance with the requirements of the ‘School Teachers’ Pay and Conditions Document’ having due regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.

To share in the corporate responsibility for the well-being and discipline of students.

**2. Additional Areas of Responsibility**

These areas of responsibility are in addition to those listed in the Job Description of a mainscale teacher, available both on the school website and on request.

A. Supporting the Head of Faculty and the development of the Faculty, including deputising

B. Developing the quality of teaching and learning in the Faculty

C. Leading and managing identified staff in the Faculty

D. Sharing the management and administration of the Faculty

E. Other significant responsibilities to be reviewed from time to time

**3. Areas of Responsibilities and Key Tasks**

A. To support the Head of Faculty and the development of the Faculty by

A1. Working in a collegiate partnership with the Head of Faculty, developing skills through experience

A2. Proactively showing initiative, engaging in research and being solution focussed in contributing to the development of the Faculty

A3. Implementing whole school and Faculty initiatives, in discussion with the Head of Faculty

A4. Representing the faculty at meetings and events in the absence or at the request of the Head of Faculty

A5. Deputising for the Head of Faculty in the event of short-term illness

A6. Supporting with the monitoring of and subsequent feedback to members of the Faculty

A7. Delivering staff development and training for members of the faculty in discussion with the Head of Faculty

A8. Attending training and staff development

B. To develop the quality of teaching and learning in the Faculty by

B1. Taking responsibility for the development of sequences of learning and schemes of work for a subject or key stage, in line with our curriculum vision and ambitions for all students

B2. Maintaining, updating, collating and diseminating existing resources and exploring opportunities to develop or incorporate new resources and opportunities from a wide range of sources inside and outside the school

B3. Planning assessment for the subject or key stage for which the Second in Faculty is responsible

B4. Analysing progress in the subject or key stage for which the Second in Faculty is responsible, adjusting the schemes of work as appropriate and planning any interventions

B5. Managing transition of students to and from the key stage for which the Second in Faculty is responsible (if applicable)

C. Leading and managing identified staff in the Faculty by

C1. Leading the professional development and appraisal of identified members of staff, in discussion with the Head of Faculty

C2. Supporting the induction of new staff, interns and ECTs

D. Contributing to the management and administration of the Faculty by

D1. Sharing the implementation of the school's and Faculty's behaviour for learning policies

D2. Sharing the completion of returns, requests for information and data

D3. Sharing in the planning of positive, engaging and challenging experiences In and outside of the classroom

E. Other significant responsibilities to be reviewed from time to time

E1. Working with our partner primary schools on effective sharing of expertise and Year 6 transition

E2. Leading the work on the school’s numeracy policy

E3. Organising involvement in the Junior, Intermediate and Senior Maths Challenges

E4. Liasing with the SENCo to oversee intervention required in Key Stage 3