



Job Title: **Second in Mathematics department**

Scale: **TLR 2b (£5025)**

Start date: **September 2023**

Post responsible to: **Head of Mathematics**

Purpose of post: To contribute to the professional leadership and management of the Mathematics department. Act at all times as a positive role model for colleagues in the department and to support and assist the head of department in securing high quality teaching, effective use of resources and improved standards of learning and achievement for all

Key Functions: Under the direction and guidance of the Head of Mathematics the second in department will:

- Support the Head of Mathematics in the leadership, management and development of the Mathematics department
- Work closely with the Head of Department to create a collaborative team ethos within the Mathematics department
- Meet with the Head of Mathematics on a regular basis to discuss and co-ordinate the work of the department
- Be responsible and accountable to the Head of Department for the leadership and management of Mathematics at Key Stage 3, the development and implementation of curriculum maps, schemes of learning, monitoring and evaluating the quality of teaching and learning and setting targets for improvement
- Ensure that members of the department are following the prescribed schemes of work at Key Stage 3
- Monitor the quality of Teaching and Learning folders at Key Stage 3
- Ensure that teachers are following the college homework and feedback policy at Key Stage 3
- Performance manage identified teachers within the department
- Contribute to developing effective links with the local community including feeder primary schools, businesses etc. in order to broaden the Mathematics curriculum
- Promote extra-curricular activities and visits linked to the study of Mathematics
- Lead items at department meetings

- Promote good behaviour, attendance and punctuality through implementing college policies
- Work closely with the Head of Department to ensure that Mathematics meets the requirements of the GCSE exam boards

NOTES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 2012 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the DfE Teachers' Standards.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed

Date