



Believe & Achieve
'Be the best that you can be'

HURSTMERE SCHOOL

Job Description for: [NAME]
Post: Second in Department (Mathematics)
Accountable to: Curriculum Leader of Mathematics

All staff at Hurstmere School are expected to:

- actively contribute to the School's culture and ethos of high ambition and achievement;
- live our common values of Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief;
- make a commitment to achieving the highest possible standards in all areas of their work;
- uphold the staff charter;
- be committed to maintaining a safe and secure environment for all pupils and a "culture of vigilance" to safeguard and protect all in the School's care.

Core Purpose

The Second in Department is required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

To ensure the continued delivery of high quality teaching and learning within their specialism.

The post holder will be expected to support the Curriculum Leader for maths in improving standards of attainment and progress of pupils in mathematics. The successful candidate will have a lead role in managing and developing aspects of our 5 year curriculum model.

Specific Responsibilities

- To support the Curriculum Leader for Mathematics, deputising when and where appropriate, in leading the Mathematics department.
- To be responsible for one Key Stage, raising the level of attainment in Mathematics and Numeracy across the whole school.
- To monitor the quality of Mathematics teaching and learning in line with the school's procedures.
- To raise standards of pupil attainment, by leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the subject key stage.

- To assist the Curriculum Leader in developing systems and procedures to efficiently challenge and address gaps in attainment of under-achieving pupils.
- To ensure the effective operation of monitoring systems.
- To contribute to the process of target setting within the subject area and to work towards the achievement of the targets set.
- To develop and enhance the teaching practice of others by supporting members of the subject area in planning and preparing units of work and resources.
- To promote teamwork to ensure the development of effective working relations and to enhance the teaching practice of others.
- To be responsible for developing and enhancing enrichment within the department.

Subject Teacher – see generic job description

Form Tutor – see generic job description

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties and the post holder will be expected to undertake other duties considered commensurate with the role.

Duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of Hurstmere School will be expected to comply with GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

- Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

There will be a full review of all job descriptions during the Summer term 2023.

Principal:

Member of Staff:

Date:

August 2022