



St Katherine's School

Job Description

Post Title:	Second in Mathematics
Purpose:	<p>Working with the Head of Faculty the postholder will be responsible for:</p> <ul style="list-style-type: none"> Supporting HoF in the development of teaching and learning across maths, with a particular focus on KS3 and the areas identified in the departmental review. STEM across maths (including pi day, numeracy day & house competitions). Liaising with science and DAT to put in place joint STEM activities. To develop and enhance the teaching practice of others; including the ITT and ECT programmes. PP, HPA and SEND students across KS3 and KS4. Regular analysis of data and intervention with students and parents for students 'under performing'. Leading on literacy across maths To support the Head of Faculty and to deputise when and where appropriate.
Reporting to:	Head of Faculty
Responsible for:	Working with the Head of Faculty, responsible for the provision of a full learning experience and support for students in Mathematics and numeracy across the curriculum.
Liaising with:	Teachers, other key stage co-ordinators, head of faculty, relevant non-teaching support staff, Trust representatives, external agencies and parents
Working Time:	195 days per year. Full time
Salary/Grade:	TLR 2C
Operational/ Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies

	<ul style="list-style-type: none"> • The day-to-day management, control and operation of Mathematics as directed by the Head of Faculty • To monitor and follow up on student progress in Mathematics • To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims and objectives for Mathematics, which have coherence and relevance to the needs of students and to the aims and objectives of the school. • To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. • To support the Head of Faculty and other staff in the application of ICT in the Mathematics Faculty
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Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives. • Support the Head of Maths to liaise with appropriate colleagues to ensure that numeracy has a strong profile across the school. • To oversee and ensure programmes to support HPA, PP and SEND students in Mathematics
Curriculum Development:	<ul style="list-style-type: none"> • To support Mathematics curriculum development. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To work with the Head of Faculty and Assistant Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Personal Development Review and to act as reviewer for a group of staff within the Mathematics Faculty. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective and efficient deployment of classroom support.

	<ul style="list-style-type: none"> • To participate in the school's ITT programme. • To act as a teaching and learning coach for members of staff
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting targets within the Mathematics Faculty and work towards their achievement. • To help to establish common standards of practice within the Mathematics Faculty and develop effective teaching and learning styles. • To contribute to the school procedures for lesson observations. • To implement school quality procedures and to ensure adherence to those within the Mathematics Faculty. • To participate in the monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning Mathematics on the school management system. • To analyse and evaluate Mathematics performance data • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data.
Communications:	<ul style="list-style-type: none"> • To help ensure that all members of the faculty are familiar with its aims and objectives. • To ensure effective communication/ as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, eg, the collection of material for press releases. • To contribute to the development off effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.

	<ul style="list-style-type: none"> To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> To assist the Head of Faculty to identify resource needs and to contribute to the efficient /effective use of physical resources To cooperate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall progress and development of students within the Mathematics Faculty To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. To assist in the implementation of the Behaviour Management system in the Faculty so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To 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. To deputise for the Head of Faculty in his/her absence

Other Specific Duties:

- To 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.
- To actively promote the school's/Trust's policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- Comply with the school's Safeguarding policy and procedures and staff code of conduct
- To undertake any other relevant duties not mentioned in the above.

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.
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

March 2023