# Job description: Second in Department

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| **Location** | The Deepings School |
| **Contract term** | permanent |
| **Pay range** | TLR2b |
| **Reporting to** | Director of mathematics |

## The following are specific to this role and are in addition to the current job description for a Teacher.

## Job purpose

To support the Director of Mathematics to:

* provide effective leadership and management of a department
* ensure high levels of achievement for all students in the subject
* administer and develop the department

## Main duties and responsibilities

**Leading teaching & learning**

Under the direction of the Director of Mathematics, the postholder will:

* **Help to ensure effective teaching and learning strategies are in place across the whole department in support of the school improvement plan**
* **Reinforce teaching and learning methodologies in the department as set out by the school’s Senior Leadership Team**
* **Assist with the monitoring and evaluation of standards of teaching, student progress and classroom management across the department**
* **Set high expectations for staff and students**
* **Assist with ensure assessment within the department is of the highest standard**
* **Assist with the planning and oversight of educational visits and/or events appropriate to the curriculum or subject area**

**Working with others**

Under the direction of the Director of Mathematics, the postholder will:

* **Actively support the school’s and trust’s values and vision through the work of the department**
* **Make a positive contribution to the wider life of the school**
* **Work with other Middle Leaders and Senior Leaders on curriculum and school-wide issues**

**Leading and managing staff**

Under the direction of the Director of Mathematics, the postholder will:

* Assist with leading and motivating the team, ensuring a focus on improving student outcomes
* Encourage effective teamwork, collaboration, sharing, reflection, a joint sense of purpose and a supportive team culture
* Assist with leading teaching of the subject in the department, implementing a progressive and challenging curriculum
* Help to ensure all team members maintain high professional standards and follow policies, procedures and expectations of the school
* Lead well organised, focussed and productive department meetings
* Help to develop the department to be an example of excellence to others within the school
* Demonstrate commitment to good worklife balance through modelling good practice and considering the impact of decisions on workload across the team
* Appraise staff and contribute to their professional development

**Resources**

Under the direction of the Director of Mathematics, the postholder will:

* Assist with managing the department’s budget and resources, complying with Anthem policies and procedures, to ensure maximum benefit for students
* Help to ensure the department accommodation provides a positive and safe environment which promotes wellbeing and high achievement

*This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection and safeguarding procedures.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

# Person specification: Second in Department

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| **Qualifications and training** *Evidenced through: Application* | **Essential** | **Desirable** |
| * Good relevant degree * Qualified Teacher Status * Recent and relevant personal development | 🗸 |  |

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| **Experience/employment record** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Teaching experience across KS3 and KS4 * Evidence of a wider contribution to school life * Contributing to improvement in a subject area | 🗸 |  |
| * Able to teach KS5 (unless stated as essential in the post details) * Delivery of INSET * Coaching and mentoring other teachers * Evaluating learning and teaching |  | 🗸 |

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| **Knowledge and skills** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Excellent, thorough and up to date subject knowledge * Excellent, thorough and up to date curriculum knowledge * Knowledge of effective teaching and learning strategies * Thorough understanding of how children learn * Able to adapt teaching to meet student’s needs * Thorough understanding and use of a range of effective behaviour management strategies * Confident using ICT to support learning * Able to build effective relationships with staff and students | 🗸 |  |

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| **Personal qualities** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Enthusiastic and a committed teacher * Excellent classroom practice * Ability to motivate, inspire and challenge staff and students * Able to plan, prioritise and organise self and others * Passion for own specialist subject * Commitment to raising standards * Calm, flexible, supportive, dependable and reliable * Good team player * Commitment to own further development * Drive and enthusiasm * Good interpersonal skills * Adaptable to change * Inclusive and collaborative * Effective decision maker * Committed to inclusive, comprehensive education * Committed to promoting and safeguarding the welfare of young people * The ability to converse at ease with members of the public and provide advice and information in accurate spoken English | 🗸 |  |