



THE HIGHCREST ACADEMY JOB DESCRIPTION

SECOND IN DEPARTMENT - MATHS

You will be accountable for the performance of certain aspects of the Maths Department. The exact duties will be decided by negotiation according to the needs of the department and the skills and experience of the post-holder.

As a Second in Department you will be expected to model the highest standards set out in the Classroom Teacher job description.

All Second in Departments will be expected to deputise for the Head of Department in their absence.

All Second in Departments will be expected to undertake some Performance Management reviews within the Department. The exact number will be in proportion to the size of the department and the experience of the Second in Department.

The remaining responsibilities of the Second in Department will be decided on an annual basis following discussion between the Head of Department, SLT Link and post-holder. Responsibilities will reflect the skills and experience of the post-holder and the needs of the department.

The post-holder will, in addition, carry out any reasonable request of the Head of Department

You will be responsible to: Head of Mathematics

Main Duties and Responsibilities:

- Prepare teaching materials to assist the delivery of lessons
- Follow guidelines laid down by the department relating to schemes of work. Aim to achieve good or better teaching and learning in each lesson and support other department members in achieving this
- Mark work according to the Department Assessment Policy
- Set homework according to the published timetable and in line with the Homework Policy
- Provide data on pupils, complete reports and attend parents' evenings and review days as published in the annual calendar
- Follow the academy Behaviour Policy and additional procedures for behaviour management and rewards
- Follow academy and department safety policies at all times
- Attend briefing and department meetings. Maintain good time-keeping and a professional appearance
- Maintain a base classroom and create an environment conducive to learning with interactive displays
- Take full note of SEND and G&T information in order to prepare lessons that enable pupils of all abilities and aptitudes to learn
- Full involvement in the planning and organisation of and participation in, relevant academy events such as concerts, Art exhibitions and carnival. Other events not mentioned here may be relevant
- The specific accountabilities of the Second in Charge of Maths relating to the running of KS3, 4 & 5 will be included here after negotiation with the Head of Department (please see first paragraph).

Department-specific Responsibilities:

- To ensure that the department has in place KS5 schemes of work which:
 - comply with the statutory requirements of the Examination Specifications,
 - are regularly updated,
 - are in the format required by The Highcrest Academy,
 - are sufficiently detailed to enable a new or stand-in teacher to provide seamless teaching and learning for pupils.

- To monitor the effectiveness of the KS5 Schemes of Work, advise staff and make appropriate changes
- To organise courses, visits and out of school activities in connection with subject demands
- Promote the increase in uptake of Key Stage 5 Mathematics

Other

- All staff are required to read and understand the current and future versions of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern, they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: