

## **JOB DESCRIPTION**

**NOTE: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.**

**Job Title:** Second in Department (Mathematics)

**Grade:** Qualified Teacher Status

**Salary:** M1 – U3 +TLR 2b

**Conditions of Service:** STPCD

**Responsible to:** Head of Department / Principal

### **Core purpose:**

To play a leading role, under the direction of the Head of Maths, in:

- Helping formulate the intent, aims and objectives of the department, within those of the whole school.
- Implementing the policies and processes through which they will be achieved.
- Managing staff and resources to achieve the department's aims and objectives.
- The monitoring and evaluation of progress towards their achievement.

### **Key responsibilities:**

In addition to the duties detailed in the latest edition of the School Teachers' Pay and Conditions document, the Second in Maths will:

- Work with the Head of Maths to implement the School's strategic vision.
- Support the Head of Maths in ensuring the effective and consistent implementation of school policies within the department.
- Take a leading role in producing and securing the objectives of the Department Improvement Plan and other required action plans.
- Demonstrate the vision and values of the school in everyday work and practice.

- Support the Head of Maths in leading, motivating and working with other members of the department to create a shared culture of high expectations, recognition of success and positive relationships.
- To ensure health and safety procedures and statutory regulations are adhered to by all Maths teachers.

### **Specific responsibilities:**

Support the Head of Maths within the department to ensure the effective and consistent monitoring, evaluation and development of:

- The quality of teaching and learning
- Pupils' progress and attainment
- Pupils' personal welfare behaviour and safety

### **Quality of Education**

Support the Head of Maths to:

- Ensure that the quality of teaching and learning is monitored and evaluated effectively across the department leading to the identification of areas of strength and weakness at individual teacher and subject/department level.
- Routinely monitor and report on the quality of teaching on a regular basis, ensuring that good practice is shared and appropriate staff CPD signposted.
- Ensure that procedures are in place to support continuing development in the quality of teaching across the department. Including, keeping abreast of local, regional and national initiatives and priorities.
- Ensure that the progress and attainment of pupils is monitored and evaluated effectively across the department leading to the identification of success and underperformance at individual pupil, class and subject/department level.
- Report on pupils' attainment and progress on a regular basis and support the implementation of strategies to raise pupils' achievement in Maths.
- Develop and implement an effective programme of intervention for pupils who are underachieving within the department.
- Identify, implement and evaluate an effective provision for students educated off-site.

### **Behaviour and Attitudes (Safety)**

Support the Head of Maths to:

- Ensure that the standards of behaviour and attendance are monitored and evaluated effectively across the department leading to the identification of key priorities for improvement.
- Report on standards of behaviour and attendance on a regular basis.
- Ensure that procedures are in place to support continuing improvement in the standards of behaviour and attendance across the department.
- Ensure the school's Child Protection and safeguarding policies and procedures are consistently implemented across the department.

## **Leadership and Management**

- Contribute to the effective implementation of the school's Staff Appraisal/Performance Management procedures.
- Take responsibility for specific aspects of the work of the Department as identified by the Head of Department.
- To ensure the department is well represented at whole school events.
- Work with your team to ensure that professional standards are upheld and promoted.
- Celebrate and effectively share the work of the department with all stakeholders.

## **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

### **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

## PERSON SPECIFICATION

Minimum Criteria for Two Ticks *	Criteria	Measured by APP//ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>A proven track record of raising and maintaining high educational standards beyond your own classes</li> <li>Substantial successful experience of teaching students of all abilities in the secondary phase</li> <li>Successful experience of managing and monitoring the work of other staff</li> <li>Successful experience of the management of change in the secondary setting</li> </ul>	APP//ASS
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>PGCE (Secondary)</li> <li>Degree or equivalent in Mathematics</li> <li>Further Relevant Mathematics Qualification or equivalent</li> <li>Good A Level Result in Mathematics or related subject</li> <li>Additional qualifications in Mathematics</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Good knowledge of the national curriculum and relevant schemes of work</li> <li>Proven knowledge of AfL</li> <li>Proven management and leadership skills</li> <li>Good knowledge of the underlying principles of learning</li> <li>Good understanding of how to develop skills and attributes in students</li> <li>Good knowledge of how to use ICT to enhance learning</li> </ul>	APP//ASS
	<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills</li> <li>Good time management and the ability to multi-task</li> <li>Flexibility, commitment and reliability</li> <li>Understanding of and significant contribution to the whole school extra-curricular programme</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>Can demonstrate active listening skills.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders.</li> <li>Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> </ul>	APP/I

	<ul style="list-style-type: none"> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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### MEASURED BY KEY:

APP = Application form    ASS = Assessment activities    I = Formal interview  
In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**05/01/2022**