

Job Description: Second in Department (Maths)

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| Responsible to | Head of Maths |
| Line Management | Teachers |
| Type | Teaching / Non-teaching/ Support |
| TLR | 2.7 £5021 |
| Pay scale | MPR/UPR |
| Liaising with | All staff, Students, Parents, Outside agencies, Stakeholders |
| Start date | April 2023 |
| Part time/ Full Time | Full time |

Your role

- To assist the Head of Maths in leading the strategic direction of the department, fostering a love of mathematics by improving the quality of provision and ensuring positive outcomes for our students. This will involve setting high expectations to ensure the continued delivery of high quality teaching and learning and high achievement of all students.

Duties and responsibilities: Second in department

- To hold and articulate clear values and moral purpose, focused on providing an excellent education for students in Mathematics.
- To demonstrate optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and members of the local community.
- To sustain wide, current knowledge and understanding of Mathematics teaching, and pursue continuous professional development.
- To support the strategic leadership of Mathematics, empowering all students and staff to excel.
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Duties and responsibilities: Strategic direction

- Support the Head of Maths in developing and implementing policies for Maths in line with WSS's commitment to high-quality teaching and learning
- Promote Maths, its importance, and the value that it brings across the WSS community
- Have a good understanding of how well Maths is being delivered and the impact it has on student achievement
- Use this understanding to feed into the WSS School Improvement Plan and support the Head of Maths in producing an action plan for the subject
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of Maths
- Consult students, parents and staff about Maths and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote careers education through Maths and ensure that teaching and learning illustrates how Maths might lead to career opportunities

- Use additional staff in Maths to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with Upper Shirley High, the other secondary school within HET, to ensure sharing of best practice and development of a Maths network at secondary level
- Liaise with HET and the Local Authority where relevant on subject-related events, projects and activities

Duties and responsibilities: Efficient and effective deployment of resources

- Provide support with textbooks and library books in Maths
- Create a safe, welcoming environment and take care of the learning environment throughout the department, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- Audit, check and manage resources to ensure they are up to date, and match student and curriculum needs
- Support the Head of Maths in managing the Maths budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home due to coronavirus for example

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;
- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required;
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;

- regularly review your own practice and set personal targets in consultation with your line manager;
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College);
- maintain accurate and up-to-date professional development records on your Bromcom file;
- develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise;
- disseminate best practice further to CPD opportunities made available to you.

NB.

- All teachers at WSS work within the parameters outlined in the School Teachers' Pay and Conditions Document.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Policy and have regard to the Teachers' Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

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| Headteacher/line manager's signature | |
| Date | |
| Postholder's signature | |
| Date | |