



**HARROGATE HIGH SCHOOL  
NORTHERN STAR ACADEMIES TRUST**

**JOB DESCRIPTION**

---

**Title of Post**                      **Second in the Department of Mathematics**

**Salary:**                              Main Scale / Upper Pay Scale  
TLR 2.2 (£5,354)

**Line Manager and responsible for reviews:** **Learning Director of Mathematics**

**Hours of work**                      **Full Time**

---

**Professional Responsibilities for all Staff:**

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training

**Overall Responsibility:**

In addition to those professional responsibilities which are common to all teachers in the school, the post holder's key accountability will be to help raise the standards of teaching, learning and attainment in mathematics across the key stages and to support the head of department in ensuring that the high expectations of teaching standards are being met across the department.

**Professional Responsibilities**

Accountable to the Learning Director of Mathematics for the leadership, management and monitoring of mathematics across the school. To be accountable for delivering mathematics and for developing numeracy across the school. The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

**Making an impact on the educational progress of students beyond those directly assigned**

- Ensure that appropriate attainment and progress targets exist for individual students throughout the school;
- Ensure that students experience an educational programme that is personalised to their particular needs identified through a robust assessment system;
- Promote extra-curricular enrichment activities which stimulate an interest in mathematics;



- Liaise with partner primary schools and outside agencies as necessary;
- Monitor and track progress of all groups, taking appropriate action;
- Contribute to relevant sections of the Subject Development Plan;
- Liaise with the Learning Director to ensure curriculum continuity and progression.

### **Leading, developing and enhancing the teaching practice of others**

- Contribute to the cycle of continuous improvement of the department through a range of quality assurance processes.
- Support the Learning Director in summarising the findings in the completion of a record of narratives and respond to any emerging issues appropriately;
- Support the Learning Director in monitoring the teaching and learning of others, specifically within a chosen key stage, contributing to the school's appraisal process and coaching, mentoring and training colleagues.

### **KEY RESPONSIBILITIES:**

- **Curriculum responsibility** Lead on curriculum development for a key stage and its teaching and learning. Ensure that required elements of developmental work within the existing curriculum are assigned to appropriate staff and monitor the quality of work produced.
- **Staff Management;** ensure that the provision is monitored effectively and to provide the line manager with an evaluation of the outcomes. (Performance management responsibilities where appropriate).
- **Professional development:** support and engage in Continuing Professional Development to enable staff and self to plan, teach and evaluate the impact of teaching strategies with the purpose of raising outcomes for students.
- **Resource Management:** effective deployment of allocated resources and monitoring their use.
- **Advice and Development/ Improvement Planning:** keep up to date with developments in the teaching of mathematics and teaching in general and work with the Learning Director to coordinate a vision of improvement within the department.
- **Reporting:** to named line manager on progress in areas of responsibility.

### ***Specific Management Responsibilities of this post holder***

#### **To mathematics:**

- Evaluate and review the progress of students utilising available baseline and assessment data
- Prepare and review schemes of work in light of the needs of the students
- Allocate finance within the department and keep appropriate records
- Liaise with the Learning Director on timetable and accommodation issues
- Ensure proper provision for students with Special Needs/Pupil Premium/Most Able
- Oversee the fabric and displays in classrooms and ensure good LRC provision
- Support teaching staff in the maintenance of exemplary behaviour and discipline and liaise with Heads of Year and Student Support Officers as necessary



The job description therefore includes the responsibilities to:

- contribute to whole school and departmental policy.
- ensure effective dialogue with parents in accordance with school policies
- work closely with partner primary and secondary schools.
- liaise with external agencies and employers as necessary.

### **General and Review**

To achieve any performance criteria or targets arising from the School's Performance Management arrangements. Undertake such duties as may from time to time be reasonably assigned by the Headteacher operating within the provision of the School Teacher's Pay and Conditions of Employment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

**Signed .....**Post Holder

**Signed .....**Line Manager

**Date.....**

Signing this job description indicates that it is a representation of duties performed which can, with agreement, be changed at any time. It is not an agreement to vary any contract of employment from Northern Star Academies Trust.