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**FAKENHAM ACADEMY JOB DESCRIPTION**

**SECOND IN MATHEMATICS**

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| **Line Managers job title:** | Head of Mathematics & Computing |
| **Salary:** | MPS/UPS |
| **Tenure:** | Permanent |
| **Contract type:** | 52 weeks |
| **% of FTE** | 1.0 FTE with a TLR of £3,017 |

**THE POST**

Fakenham Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

Second in Maths.

We are looking for a well-qualified, enthusiastic and experienced teacher of Mathematics to join us from January 2024 or as soon as possible thereafter, to be second in our Mathematics Department. The successful candidate will assist the Head of Mathematics and Computing in leading, managing and developing the curriculum area. In addition to their normal teachers’ salary the successful candidate will receive a TLR of £3017 for taking on this responsibility.

To find out more about this role, please feel free to contact Mr J Hunneyball, Head of Mathematics and Computing via e-mail [j.hunneyball@fakenhamacademy.org](mailto:j.hunneyball@fakenhamacademy.org).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of the Second in Maths are:

* Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
* Have excellent understanding of what constitutes excellence in teaching and learning;
* Have a keen understanding of data and be able to analyse patterns in performance over time;
* Be a positive role model for pupils and staff on a day-to-day basis;
* Collaborate effectively with staff, parents/carers and students;
* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Second in Maths are:

* Have a qualified teacher status.

**JOB SPECIFICATION**

**General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Fakenham Academy & Sixth Form.

The teacher will be responsible to the Headteacher, through the Head of Maths and ICT, for teaching classes in the Academy using their skill, experience and best endeavours and in accordance with Teachers’ Standards. A contribution to the wider life of the Academy is an expectation of all staff, for example by supporting the extra-curricular activities within the Maths and ICT Department.

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

* To strategically lead the work of the department to ensure high standards and achievement in line with the School Improvement Plan.
* To promote the aims, objectives and ethos of the department as outlined in the Department Improvement Plan.
* To ensure personalised support for learning for students in the subject.
* To elicit the support of all parents and carers as active partners in children’s learning.
* To monitor and plan for student progress and development within the subject
* To lead, with the Head of Department, the improvement of learning and teaching.
* To lead on key aspects of the department improvement plan.
* To ensure with the Head of Department, that the curriculum is ambitious and meets student’s needs.
* To maintain standards and facilitate the moderation of assessments.
* To use electronic databases to track students, identifying those who are under-achieving and, where necessary, create and implement effective intervention plans.
* To liaise with other schools in the Trust to ensure appropriate changes are made to the curriculum, teaching and assessments of Mathematics.
* To monitor the targets set within KS4 and to work towards their achievement.
* To research and implement strategies that enable SEND students, including Higher Prior Attainers, to reach their potential.
* To assist the Head of Department in providing the SET Trustees with relevant information relating to KS4 performance and development.
* To work with the Head of Department to assist in Transition from Y6 and to post 16.

**Contributing to the Leadership and Direction of the Department;**

* Deputise for the Head of Department where necessary.
* Act as a role model for high quality teaching.
* Promote teamwork and to motivate staff to ensure effective working relations.
* Support the Head of Department in enhancing the standing and visibility of the department within the School and the community through: displays, presentations, awards and communications with parents.
* Support the Head of Department in promoting extra-curricular activities, trips and visits.

**Other specific duties for Fakenham Academy;**

* Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Promote actively the School and Trust policies.
* Continue personal professional development as agreed.
* This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Planning**

* Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.
* Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
* Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
* Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
* Set appropriate and demanding expectations for pupils’ learning, setting clear targets for pupils’ learning based on prior attainment.
* Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
* Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.

**Teaching**

* Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils’ prior knowledge.
* Deliver lessons appropriate to pupils’ different abilities and educational needs, ensuring that they are all able to progress to their potential.
* Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
* Mark and monitor pupils’ class and homework regularly, providing constructive oral and written feedback.
* Use assessments of pupils’ progress to inform future teaching.
* Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
* Share and support the school’s duty to provide and monitor opportunities for personal and academic growth.

**Managing pupils**

* Adhere to the processes outlined in the school’s Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
* Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
* Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | 52 weeks |
| Hours per week | Full time |
| Normal working Pattern | Monday – Friday  We operate a 2 week timetable |

This post is a TLR2.1 payment which will be made in addition to the postholder’s current salary.

The post-holder will be auto enrolled to join the Teachers pension scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire, no sandals or open toe shoes should be worn. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

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

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.