**Job Description and Person Specification**

**Job details**

Job title: Second in Mathematics Department

Reporting to: Head of Mathematics

Salary: MPS/UPS plus TLR 2b

Contract status: Full time

Start Date: 1st September 2022

**Job description**

## Introduction

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school’s Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the School’s Stress at Work Policy and the Dignity at Work Policy.

### General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, or any subsequent legislation. Specifically for the year 2022/23:

**Teaching**

* Teach Mathematics at Key Stages 3 and 4, and preferably Key Stage 5

**Teaching Responsibility**

See job specification below.

#### Pastoral

#### Form tutor.

#### General Responsibilities

* Take part in the school’s appraisal system.
* Enhanced DBS check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with and be fully compliant with the school’s safeguarding policy.
* Play a full part in the life of the school community, supporting its distinctive ethos and representing the school in a professional and positive light at all times and to all stakeholders.
* Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

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| **Post Title:** | **Second in the Maths Department** |
| **Purpose:** | * Take responsibility for a Key Stage, this includes:   + curriculum & curriculum development   + quality of teaching and learning   + data analysis, target setting and tracking   + interventions to raise achievement   + ensuring students make expected progress * To raise standards of student attainment and achievement within the area of responsibility and to monitor and support student progress. * To develop and enhance the teaching practice of others. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. * To deputise for the HOD in their absence. * Other responsibilities as required, agreed with HOD. |
| **Reporting to:** | HOD |
| **Responsible for:** | Teaching staff and other relevant personnel within the department. |
| **Liaising with:** | HOD, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents. |
| **Working Time:** | 195 days per year. Full time. |
| **TLR:** | TLR 2(b) |
| **Disclosure level:** | Enhanced. |
| **MAIN (CORE) DUTIES** |  |
| **Operational/**  **Strategic Planning** | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies for specified area of responsibility. * To support teaching & learning within the Maths department. * To actively monitor and follow up student progress. * To overview key events in Maths. e.g. Open evening & Parent Forums. * To implement School Policies and Procedures, e.g. Assessment, Literacy, Health and Safety. * To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and plans of the School. * To ensure that the work in the curriculum area fully reflects the School’s distinctive ethos and mission. |
| **Curriculum**  **Provision:** | * To liaise with HOD to ensure the delivery of an appropriate curriculum programme for specified area of responsibility. |
| **Curriculum**  **Development:** | * To lead curriculum development for the whole department. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. |
| **Staff Development:** | * To undertake appraisal review(s) and to act as appraiser for a group of staff within the designated department. * To assist the HOD & make appropriate arrangements for classes when staff are absent. Fulfil this role in HOD absence. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. * To promote teamwork and to motivate staff to ensure effective working relations and act as a positive role model. |
| **Quality Assurance:** | * To assist in the effective operation of the self-evaluation and improvement cycle. * To assist in the process of the setting and monitoring of targets within the department and to work towards their achievement. * To contribute to the School procedures for lesson observation. |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system relevant to specified area of responsibility. * To make use of analysis and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the self-evaluation and planning/ improvement cycle for the department for specified area of responsibility. |

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **1. Graduate teacher**  **with QTS** | 🗸 |  | Original Certificates |
| **2. Ability to teach**  **Key Stage 3 Maths** | 🗸 |  | Application References |
| **3. Ability to teach**  **GCSE Maths** | 🗸 |  | Application  References |
| **4. Ability to teach**  **`A’ level Maths** |  | 🗸 | Interview/application/  references |
| **5. Outstanding classroom practitioner** | 🗸 |  | References  Lesson observation |
| **6. Leadership ability** | 🗸 |  | Application/References/  Interview |
| **7. Be able to articulate a vision for Maths education** | 🗸 |  | Application  Interview |
| **8. Understand and use data to improve outcomes** | 🗸 |  | Application  Interview |
| **9. Support the work of the Head of Maths** | 🗸 |  | Interview |
| **10. Proven track record of outstanding results and/or improving results.** | 🗸 |  | Reference  Application  Interview |
| **11. Willingness to contribute to the extra-curricular programme** | 🗸 |  | Application  Interview |
| **12. Enhanced CRB**  **check** | 🗸 |  | CRB Check |