

## **Job Description**

**Post:** **Second in Mathematics Faculty**

**Allowance:** **Outer London +TLR 2/2**

**Responsible to:** **Head of Mathematics**

### **Purpose of this post:**

- To assist the HOD in providing strong effective leadership, direction and vision for the Mathematics Faculty.
- To assist the HOD in managing the day to day operation of all aspects of the Mathematics faculty.

### **Staff Management**

- To assist in the management, organisation and co-ordination of all teaching within the Mathematics faculty, ensuring that high standards are maintained in all areas.
- • To ensure that the faculty is up-to-date with current developments in the teaching of all faculty courses.
- To assist in the induction of new teachers and students in the faculty.
- To ensure that suitable work is provided for staff covering Mathematics lessons in the absence of teachers in the faculty.

### **Curriculum and Organisation**

- To assist the HOD in ensuring that the faculty is meeting all statutory requirements with regard to the teaching of all its courses.
- To assist in developing faculty policies and procedures on assessment and record keeping which complement whole school policy.
- To develop in consultation with others in the faculty, appropriate Schemes of Work and to keep these under regular review.
- To assist the HOD in developing a development plan for the faculty as part of the whole school development plan to monitor and evaluate this annually.

### **Management of Pupils**

- To assist the HOD in ensuring that the faculty keeps accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
- To identify pupils with particular learning requirements in the faculty and to ensure that the faculty liaises with the SENCo and form tutors as appropriate.

### **Resources and Environment**

- To assist the HOD in ordering, monitoring and controlling all teaching materials relative to the teaching of all courses in the faculty.
- To ensure that the faculty liaises with the Librarian regarding the selection, purchasing and updating of all library stock related to Mathematics faculty courses. To ensure that all equipment or machinery used by the faculty is properly maintained. To be responsible, as far as practicable, for the maintenance of a pleasant and educationally stimulating environment in those areas of the school regularly used by the faculty.
- To ensure that the faculty adheres to the school's Health & Safety Policy.

### **General**

- If required to be a form tutor of an assigned form to comply with school policy with regard to the role of the form tutor.
- To attend all staff meetings according to the published timetable of meetings.

- Seconds in faculties at Southborough are expected to be committed to the maintenance of high standards in all areas, to adhere to all school policies, and, wherever possible, to make an active and positive contribution to the school's ethos.

*This job description is not necessarily a comprehensive definition of the post. It will be subject to review and may be modified or amended after consultation with the post holder.*

*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".*