

Job Title:	Second in Mathematics
Contract Information:	Permanent
Responsible to:	Head of Mathematics
Terms & Conditions:	The current conditions of employment of schoolteachers as laid down by the Department for Education will apply.
Salary Range:	MPS/UPS (dependent on experience) plus TLR 2.3 £8,279

Background & Vision:

Our vision for 'world class' education is one in which all students:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

Our values are at the heart of what we do.

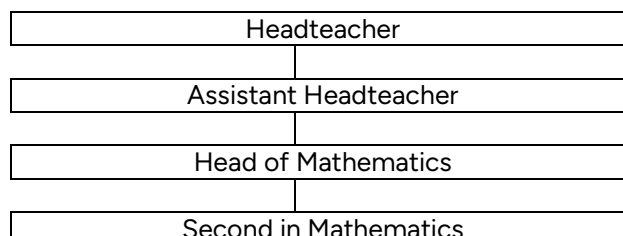
We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our students, as their success is our success.

Purpose of the Job:

As part of the leadership group in mathematics you will work closely and directly with the Head of Department.

Organisational Chart



Control of Resources

Personnel: **None**
 Financial: **None**

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the academy.
 2. Users of the academy.
 3. Voluntary helpers.
 4. Students.

- External:**
1. Parents/Carers.
 2. Visitors and stakeholders.

Key Duties and Responsibilities:

You will be responsible for mathematics across two year groups (a) and in driving forwards the department in areas (b) and (c).

Section (a): Year Group main duties will include:

- Gathering year group assessment results, and in turn analysing and acting on data gathered.
- Appropriate intervention for the Year Groups.
- Continue to develop schemes of work for the Year Groups.
- Lead quality assurance for the Year Groups through student work scrutiny, student voice and learning walks.
- To ensure stretch and challenge is happening within the Year Group lessons.
- To ensure that low ability students are given the best opportunity to leave academy with a mathematics qualification.
- Develop assessment including pre and post testing and summative testing.
- Responsibility, along with the Head of Department, for the departments GCSE results.
- Support the Head of Department.

Section (b): Independent study

"Develop and instil the skills and mind set in our students where independent study beyond the classroom is seen as invaluable."

- To promote the importance of independent study across all year groups.
- To effectively engage with parents and carers.
- To lead staff within the department to ensure that a consistent message is given to all students.
- To liaise with all other departments across the academy to deliver a clear message to all students.

Section (c) – Intervention

“Embed effective intervention strategies across the department.”

- To roll out an effective intervention framework across all year groups within the department.
- To analyse student data to pinpoint students in need of intervention.
- To effectively engage with parents and carers.
- To support members of the department in the delivering of intervention strategies.
- To liaise with the data manager to identify students for intervention.

These duties will require you to:

- Be an excellent classroom practitioner, who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE.
- Produce, regularly review, monitor, and evaluate the mathematics schemes of work for the year group, including stretch and challenge.
- Use data effectively in order to set and monitor targets for individual students; and implement appropriate intervention strategies, such as support and revision lessons in mathematics in order to raise standards of student attainment and achievement within the year group.
- Evaluate the teaching of the year group in mathematics, use the analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
- Record and analyse national, local, and academy data using Sisa and Progress 8 and report the year group results.
- Have direct responsibility for the end of year targets for the year group and to track progress.
- To be directly responsible for co-ordinating and managing internal examinations (twice yearly), ensuring data from these tests are accurate, reliable, and accessible to teachers and students alike.
- To oversee the administration and data analysis of the year group internal assessments.
- To be responsible for the management and maintenance of our tracking sheets across the year group. To work closely with the Head of Department to standardise marking for the year group.

OTHER ACCOUNTABILITIES

Support the development of the subject

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculums for all students studying within the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body.
- Assist the Head of Department in the formulation of mathematics policy, aims and objectives which meet National Curriculum requirements and the academy's curriculum and equal opportunities policies.
- Actively participate in promoting and implementing the relevant sections of the Departmental Action Plan and ensure that your team is clear about action to be taken, timescales and criteria for success.
- Assist the Head of Department in promoting a mathematics ethos across the academy.

Teaching and Learning

- Monitor the progress made towards the Department Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity, and progression for all students, including those of high ability and those with special educational or linguistic needs.
- Assist the Head of Department with monitoring and evaluation of teaching and learning in Mathematics.
- To ensure the department's assessment and homework policies conform to academy policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvements.

Leading and Managing Staff

- Ensure that the Headteacher, Senior Leadership Team and governors are informed about developments and activities.
- To act as first point of reference with regards to behaviour management of students in the year group and liaise with pastoral staff as and when necessary.

- To ensure effective development of students' numeracy skills and literacy.

Efficient and effective deployment of staff and resources

- Be responsible for creating an effective and stimulating display of classroom activities.
- Access appropriate resources for the subject and ensure that they are used effectively, efficiently and safely.
- Deliver in-service training and support in the professional development of colleagues to develop skills.

To be the form tutor of an assigned group of students

- To promote the general progress (using the data provided by the Positive Behaviour Referral System) and wellbeing of individual students and of the group as a whole.
- Register students' attendance daily, recording absences etc on the Arbor system. Completing the weekly update, uniform checks, check and write and compile reports as required.
- Escort students to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the academy's pastoral system.
- Other duties in line with the role of the form tutor as specified in the 'Staff Handbook'.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the academy ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events, as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	Postholder	Date
Signed	Line Manager	Date