

## JOB DESCRIPTION - SECOND IN MATHEMATICS

### Permanent Contract

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#### JOB DESCRIPTION

**Job Title** : **Second in Mathematics**  
**Responsible to** : **Head of Department – Mathematics**  
**Contract** : **Permanent**

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

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#### 1. TITLE AND GRADE OF POST

Second in Mathematics, Main Pay Scale – Upper Pay Scale (Dependent on Experience), plus TLR 2.3 - £7,368.

#### 2. PURPOSE OF THE JOB

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

#### 3. RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters and to the Head of Department – Mathematics in respect of curricular matters.

#### 4. LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

#### 5. PARTICULAR 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:

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

### **Section (b) – Independent study**

**“Develop and instil the skills and mind set in our pupils where independent study beyond the classroom is seen as invaluable.”**

- a) Promote the importance of independent study across all year groups.
- b) Effectively engage with parents and carers.
- c) Lead staff within the department to ensure that a consistent message is given to all pupils.
- d) Liaise with all other departments across the school to deliver a clear message to all pupils.

### **Section (c) – Intervention**

**“Embed effective intervention strategies across the department.”**

- a) Roll out an effective intervention framework across all year groups within the department.
- b) Analyse pupil data to pinpoint pupils in need of intervention.
- b) Effectively engage with parents and carers.
- c) Support members of the department in the delivering of intervention strategies.
- d) Liaise with the data manager to identify pupils 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 pupils and implement appropriate intervention strategies such as support and revision lessons in Mathematics in order to raise standards of pupil 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 school data using Sisra and Progress 8 and report the Year Group results.
- To 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 pupils 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**

#### **A.) Support the development of the subject**

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying within the department, in accordance with the aims of the school 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 school'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 school.

#### **B.) 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 pupils' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all pupils, 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 school policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvements.

#### **C.) 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 pupils in the Year Group and liaise with pastoral staff as and when necessary.
- To ensure effective development of pupils' numeracy skills and literacy.

#### **D.) 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.

#### **E.) To be the form tutor of an assigned group of pupils:**

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

## 6. ADDITIONAL SPECIFIC RESPONSIBILITIES

- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue your own professional development in relevant areas including subject knowledge and teaching methods.
- To line manage staff as part of the performance management review process of the school.
- To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with your Line Manager or Headteacher.

### PLEASE NOTE

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

### SECONDARY DUTIES

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

<b>Signed:</b> Post holder	<b>Date:</b>
<b>Signed:</b> Headteacher	<b>Date:</b>

*The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.*

*Hollingworth Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school which is wholly owned, leased or operated and occupied by the school.*



**EQUITY**

**EXCELLENCE**

**ENTERPRISE**

**ENGAGEMENT**