

Job description: Maths Second in Faculty

Location	Oxford Spires Academy
Contract term	Fixed Term Maternity Cover 12 months
Full time/term time	Full time
Pay range	TPS/UPS + TLR2b £7367.85 pa
Reporting to	Head of Maths

Purpose of Role

- To assist in leading the maths faculty by supporting and deputising for the Head of Faculty
- To support and assist in the management of the department staff and resources effectively
- To review the progress and achievement of students within maths and support the Head of Faculty to achieve the best outcomes possible
- To implement and deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students in maths
- To develop and improve the quality of teaching within the maths faculty
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To use the OSA assessment cycle to collect and report accurate student data and to share with all parties
- To implement appropriate interventions to enable all students to achieve their very best
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Main duties and responsibilities

Curriculum

- To assist and support the Head of Faculty in the development and review of detailed schemes of work consistent with the academy's general aims and objectives and with the requirements of the National Curriculum including GCSE and A Level
- In liaison with Head of Faculty to monitor the work of students within the department and to ensure that appropriate and consistent standards of punctuality, discipline, achievement recording, and assessment are maintained
- To lead alongside the Head of Faculty on raising levels of attainment in the department
- To maintain links with primary schools to promote curriculum continuity and with other secondary schools and institutions of further and higher education
- To maintain a pleasant working environment for students with good quality displays of relevant materials
- To contribute to cross-curricular and extra-curricular work within the academy

Staff

- To assist with the induction of new colleagues and to have a responsibility for the professional development of all members of the department
- To assist in monitoring and supporting the performance of colleagues in the department
- To hold regular meetings as directed by the Head of Faculty

Administration

- To support the Head of Faculty in reviewing the departmental needs as regarding staffing, equipment, and finance
- To deploy resources efficiently and to ensure that satisfactory levels of security are maintained
- To ensure that Health & Safety procedures are carried out correctly throughout the department, including risk assessments as necessary, and to take action to deal with any possible hazards
- To assist in ensuring that appropriate work is provided for classes in the absence of their normal teachers

Parents

- To ensure that parents receive information about the courses being followed by, and the progress of, their children, through parental consultation meetings, written reports and by letter to express particular praise or concern
- To assist in ensuring that developments and successes within the department are featured in information and publicity given to prospective parents and the media and to organise the department's contribution to occasions when the Academy is open to the public

Teaching responsibilities

- To teach students according to their educational needs, including the setting and marking of work completed by the students
- To assess record and report on the attendance, progress, development, and attainment of students and to keep accurate records as required
- To provide, or contribute to, oral and written assessments, reports and to target set and provide references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy, and the school subject specialism are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching, plan, structure, and resource teaching and learning effectively. To ensure a high-quality learning experience for all students
- To use a variety of delivery methods which will stimulate learning appropriate to meet all student needs and demands of the syllabus
- To maintain discipline in accordance with the school's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school policies and to mark, grade and give written/verbal and diagnostic feedback as required
- To ensure the effective/efficient deployment of classroom support
- To implement the school policies re homework

General

- To attend meetings of the relevant management group as directed by the Head of Faculty
- To participate in the academy's staff development/review process
- To assist in and undertake regular reviews of other members of the departmental teaching and non-teaching staff as directed by the Head of Faculty
- To be familiar with, and to adhere to, relevant parts of the academy's Health & Safety policy
- To undertake such other duties as may be required from time to time
- To take part in the school's CPD programme by participating in arrangements for further training and professional development including your own personal development
- To maintain up to date and appropriate records and tracking for students within your area of responsibility

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Anthem Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.