**Job Description**

**Post: Second in Maths**

**Department: Maths**

**Grade/Salary: Teacher Main Pay Scale**

**Responsible to: Head of Faculty**

**Key Accountabilities**

* Maths outcomes, development/innovation, intervention across all key stages.
* Training and retention of world class teachers
* To inspire students to do their best within their subject area with the delivery of well-planned, well considered motivational lessons.

**Values & Ethos**

Our values create and underpin our ethos as well as launching well rounded, good young people into society ready to cope with and excel in all that they do. Our values ensure and secure a vibrant community in which to flourish. Central also to all we do, is the encouragement and promotion of aspiration for staff, students and parents. If we all believe we can be the absolute best we can, within and outside our capabilities, then the learning process can’t go wrong.

**Dignity – Kindness – Compassion – Courage – Endeavour**

**Values and Behaviour**

All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

**Personal and Professional Conduct:**

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

**Key Responsibilities**

All teachers work within the statutory conditions of employment set out in the current

School Teachers’ Pay and Condition document, the responsibilities listed below are not therefore an exhaustive list of what is required. There is also an expectation that all members of staff are using the teaching professional standards to guide their practice and to reflect on their contribution towards whole school issues.

**Key Tasks**

* Fabulous teaching and learning at all key stages and at all ability levels.
* Links with primary schools to understand Year 6 learning in maths.
* Up to date knowledge of Maths pedagogy to add value to our maths team and improve the classroom experience and outcomes.
* Support Head of Maths with key events such as Open Evening, transition learning evenings, and one-off events to promote family engagement in maths.
* To support Head of Maths with the organisation and admin associated with public exams and internal school exams.
* To develop Further Maths in school and numbers studying Post 16.
* To support Head of Maths in identifying lack of engagement and supporting with initiatives to improve focus.
* Working with Head of Maths on all students achieving their best using research and innovation
* Using knowledge of ECF and pedagogy to support NQTs and GTPs as part of our work with Alban Federation.
* To plan and deliver Further Maths Post 16.
* To implement Core Maths Post 16.
* Management and overview of resources available to support learning.
* Work with DSEN to ensure all students have access to their maths learning.
* To develop ‘numeracy’ across the curriculum
* Utilise and use technology, knowledge gained over ‘lockdowns’ to enhance provision of Maths teaching in the classroom and be responsible for the implementation of Chromebooks in maths.
* To love what you do and the difference you make

**General Responsibilities**

1. To be aware of and work in accordance with the school’s safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
2. To produce risk assessments, user manuals or training procedures in line with the Academy’s procedures
3. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection)
4. To maintain confidentiality of information acquired in the course of undertaking duties for the department
5. To be responsible for your own continuing self-development, undertaking training as appropriate
6. To attend and contribute to relevant management meetings within the Academy as and when
7. To up hold the ethos and standards established within the Academy and contribute to improvement at all levels
8. To undertake other duties appropriate to the grading of the post as required
9. To attend CPD/INSET when required to do so

**Additional Duties**

1. All staff, with the support, of the academy’s designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
2. To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy’s health and safety at work policy.

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at The Marlborough Science Academy

Signed

Employee Date

Line manager Date

**Personal Specification**

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role

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| --- | --- | --- |
| **Attribute** | **Essential** | **DesirableDesirable** |
| **Qualifications and training** | * Maths degree or maths related degree * PGCE in Secondary education |  |
| **Experience** | * Some evidence of responsibility – i.e. NQT mentor * At least 3 -5 years in the post |  |
| **Knowledge and skills** | * Knowledge and understanding of contemporary developments and innovations in teaching within your subject area   + High level presentational skills in addressing students and parents   + Excellent organisational and communication skills | * Experience of extra curricular involvement |
| **Personal qualities** | * Outstanding pedagogical subject knowledge * Outstanding understating of how children learn and retain knowledge, make links * Humour, resilience, tolerance and grit * Excellent research and implementation skills * Potential for promotion within 3-5 years * Always striving to be excellent * A genuine regard for young people | * Commitment to contribute to extra-curricular activities and educational visits |