Carterton Community College

Job Description

Post: 2nd in Faculty for Mathematics at Carterton Community College

Responsible to: Faculty Leader / SLT / HT

Salary: TLR 2.1 (£3,527)

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, Senior Leadership Team and Faculty Leader, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document and Job Description currently in operation, or any subsequent legislation, meet the Professional Standards for Teachers and any subsequent changes or inclusions in addition to your responsibilities as a 2nd in Faculty.

General responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Roles	Responsibilities
1. To support the Faculty Leader in leading the faculty team in raising standards of attainment and progress across the whole curriculum area	▪ Contribute to whole school developments and assist in producing a Faculty Improvement Plan that reflects whole school priorities. ▪ Communicate the vision and ethos to the faculty team. ▪ Support the FL in faculty self-evaluation processes. ▪ Partake in Appraisals within the faculty including lesson observations. ▪ Support teacher training and development as required. ▪ Report to and work with Governors where required. ▪ With the FL monitor learning behaviour across faculty and take appropriate action.
2. To support learning and teaching across the faculty helping to ensure high quality, consistency and best practice across all ability and key groups	▪ Developing and coaching of others. ▪ Assist in monitoring the quality of learning and teaching across all year groups. ▪ Support the FL in ensuring that the curriculum intent and implementation delivers good outcomes for our students. ▪ To support the FL in ensuring that practice complies with the school Teaching and Learning policy and other relevant policies and procedures.
3. To support the FL in monitoring student progress and challenging underachievement	▪ Assist the FL in monitoring progress across the year groups within the faculty. ▪ Assist the FL in developing early intervention strategies for learners to prevent student under achievement. ▪ Support the team in liaising with parents regarding student progress.
4. To support the FL in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher	▪ Lead, manage and develop elements of a subject or curricular area. ▪ Monitor curriculum planning and delivery in identified faculty subjects. ▪ Develop and embed appropriate syllabuses and relevant schemes of work (to include ICT, SMSC and Values) ▪ Promote cross curricular themes (e.g. Citizenship, Health, Enterprise) ▪ Monitor quality of home learning and record keeping across faculty team ▪ Assist FL in organising and leading the faculty in supporting whole school events (Parent meetings, Open events, publicity etc.) ▪ Promote extra-curricular provision to support and enhance student learning within the faculty.
5. To support the FL in the effective management and deployment of teaching / support staff, financial and physical resources within the faculty	▪ Ensure best value focussing on whole school priorities. ▪ Where appropriate be responsible for health and safety / risk assessments within and across the faculty. ▪ Contribute to the planning of staff deployment and achieve faculty objectives
6. To support whole school policies and national initiatives	▪ Assist FL in ensuring equal opportunities, child protection, Health and Safety and other school policies are implemented ▪ Assist FL in regularly reviewing the faculty in line with national changes and school requirements ▪ Keep up to date with subject specific developments ▪ Keep up to date with national developments and support the faculty in preparing for Ofsted.

Carterton Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share this commitment.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.