

**CARDIFF COUNCIL  
SCHOOL - RECRUITMENT AND  
SELECTION POLICY AND PROCEDURE  
JOB DESCRIPTION**



<b>School:</b> Cantonian High School	<b>Department:</b> Mathematics
<b>Job Title:</b> Second in Mathematics	<b>Post Ref No:</b> TBA
<b>Grade:</b> MPG / UPS + TLR 2B	<b>Hours:</b> Full time

<b>Special Conditions Applying:</b> Professional standard of dress required EWC registered Enhanced DBS clearance
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<b>Reporting arrangements:</b> Accountable to the Subject Area Leader or designate
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<b>Job Purpose:</b> To provide professional management in the subject area and be accountable for high quality learning, the efficient and effective use of resources and improved standards of teaching and learning for all pupils taught.
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<b>Duties and Responsibilities:</b> The duties outlined in this job description are in addition to those covered by the School Teachers' Pay and Conditions Document 2006. It may be modified by the head teacher, with your agreement, at a later date. The National Standards apply.
<b>High Standard of Teaching and Learning</b> <ul style="list-style-type: none"> <li>To raise teaching, learning, academic and behavioural standards of pupils in all classes taught</li> <li>To act as a role model for pupils</li> <li>To keep up to date with practice, theory innovations and ideas relevant to the subject and share these with pupils</li> <li>To monitor and evaluate your work in the subject and department including self-evaluation and reviews</li> <li>To ensure that your work in the subject is based on sound pedagogy and methodology, whilst allowing for the incorporation of new and innovative approaches to teaching and learning that are shown to be effective and to ensure that all teaching and learning is of the highest standards</li> <li>To take part in lesson observation of colleagues working within the subject and department as requested as part of any formal or developmental or self-evaluative procedures at both departmental and school level</li> <li>To ensure that there is a suitable ambience and climate for learning within your teaching areas</li> <li>To have high expectations of the quality of teaching and learning within your classroom</li> <li>To use effectively the data supplied on the pupils in your subject and department and to undertake any relevant analysis of this as requested</li> <li>To ensure that your marking and assessment is carried out in accordance with best departmental and school policies and practice</li> <li>To ensure that all your reporting procedures are carried out in accordance with both departmental and school policies</li> <li>To contribute to keeping schemes of work up to date and relevant</li> <li>To participate in and contribute to training within the subject and department to deliver departmental and school objectives forms part of departmental and school training plans</li> <li>To participate in arrangements to enhance education through such devices as educational trips and visits, booster classes etc</li> <li>To make best use of any gained time allocated to contribute to high standards of teaching and learning as directed</li> <li>To act as a form tutor, if required</li> </ul>

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- To offer appropriate, agreed extra-curricular activities

### **Performance Management and Capability**

As part of the school's Performance Management arrangements, take an active part in our Performance Management arrangements. This will involve, working with your Performance Manager or Line Manager:

- Agreeing realistic yet challenging objectives
- Reflecting school, departmental and individual needs and aspirations
- Use of comparative data
- Use of up to date knowledge on subject, pedagogy, classroom management, inspection findings, use of ICT

As part of the Locally Agreed Capability arrangements to provide any evidence that might be required if these procedures were invoked against anyone from within the department

### **Contribution to the Whole School**

- Contribute to the development of whole school policy
- To attend such meetings, parents' events, awards events, options events and other school functions as from time to time may be arranged, either during school hours or outside school hours but within the 1265 hours directed time
- To liaise with any appropriate external agencies as requested
- Represent the department views, concerns and interests within the appropriate school consultative structures if requested
- To support the school ethos, aims and agreed policies
- To offer guidance with regard to the department subject specialism to parents if required
- To administer the school's disciplinary / behavioural system, including the detention programme, across the age and ability range

### **Personnel**

- To accept delegated appropriate tasks with reference to departmental aims and objectives, (and given the existing terms and conditions of service for teachers including those on UPS3)
- To contribute to supporting, guiding and motivating all members of the department
- To contribute to and help create, develop and support a sense of common purpose and positive ethos within the department team

### **Pupil Outcomes**

- To be accountable for the academic progress of all pupils you teach, including for their performance at all Key Stages
- To contribute to setting and reviewing challenging individual and department targets

### **Resources**

- To ensure the effective and efficient use and development of resources for your classes
- To be aware of appropriate Health and Safety policy, relevant to the department and to monitor and report to your line-manager such issues as they arise
- To undertake, with support, risk assessments as appropriate
- To ensure that your teaching spaces have an ambience conducive to learning

## **ADDITIONAL RESPONSIBILITIES**

### **TLR 2b (Second in Mathematics)**

#### **Standards**

- To support the Subject Area Leader in monitoring and evaluating the quality of learning and teaching, standards of attainment and performance within the department
- To support the Subject Area Leader in raising and sustaining the quality of teaching and learning within the department;
- To be accountable for standards at key stage 3, including the performance of students in externally assessed National Numeracy Tests (or equivalent)
- To provide accurate and consistent assessment data to support improvements
- To plan intervention strategies for those students who require 'rapid improvements'
- To write improvement plans for the development of literacy across the school as per school policy
- To conduct lesson observations as a means of sharing best practice and coaching
- To ensure a positive climate for learning

- To have high expectations of self, staff and students
- To oversee and support the work of the LNF Coordinator in the implementation of numeracy across the school.
- To ensure reporting of the numeracy elements of the National Literacy and Numeracy Framework complies with Welsh Government expectations
- To co-ordinate the planning of schemes of work at key stage 3 and numeracy across the school to maximise the learning opportunities of students of all abilities
- To identify training needs of staff within the department (and across the school in relation to numeracy)
- To support the head of department in organising the structure of teaching throughout the department
- To meet the needs of students, including the management of behaviour and its impact on learning, within the department
- To plan and implement educational enhancement opportunities, including 'revision classes' and 'visits' etc.

### **Performance Management**

- To demonstrate a clear commitment to own professional development

### **Personnel**

- To participate in the selection of new staff
- To delegate duties and responsibilities to ensure staff development and value for money
- To provide a positive role model to students and staff
- To take a strong lead on pedagogy/methodology
- To communicate school and departmental aims to stakeholders
- To demonstrate good organisational skills
- To support, guide and motivate departmental team and support staff
- To secure the commitment of departmental team through effective leadership
- To chair meetings and embrace teamwork
- To support staff through effective coaching and mentoring

### **School Level**

- To contribute to the development of whole school policy
- To lead and be responsible for the whole school numeracy strategy
- To liaise with external agencies to enhance the curriculum
- To ensure the strategic direction and development of the department closely follows the school's mission and aims
- To support governors through the provision of information for reports
- To keep parents informed of developments and concerns

### **Resources**

- To manage the departmental budget and ensure value for money
- To ensure the effective deployment of staff and resources

### **Other**

- To undertake any other duties, commensurate with the grade, as requested by the Headteacher

**DATE COMPLETED:** .....

**AGREED BY:** .....

**Date Received by Post holder:** .....

**Signature of Post holder:** .....