



Job Description

SALARY SCALE: MPR/UPR + TLR
REPORTING TO: HEAD OF MATHS
DEPARTMENT: MATHS

The post of 2i/c Maths at Winton Community Academy is a key role in the shaping of the future of the Academy.

You are required to carry out the duties of a School Teacher as defined in the Academy's Pay and Conditions document.

As the 2i/c of a department you are required to undertake the following responsibilities:

- Have high expectations and aspirations of students and staff.
- Have an up-to-date knowledge of subject, national developments, pedagogy, classroom management, and research and inspection findings.
- To meet statutory requirements and be committed to your own professional development.

Support the Head of Maths:

- To develop a shared understanding of pedagogy within the learning area and in partnership with other heads of department across the school.
- To form the strategic direction and development of the learning area, including any whole-academy dimension;
- To create and implement a strategic Development Plan in Maths.
- Complete subject information files and department policies and mapping of cross-curricular aspects and ensure these are available to all stakeholders.
- To have responsibility for the maximum utilisation of ICT resource to the benefit of all students within the learning area.
- To ensure high quality regular inset for all staff in the learning area.
- To support the development and understanding of Literacy
- To ensure all planning and marking is completed in your learning area.
- To provide clear leadership based on an awareness and understanding of current subject developments and the requirements of the National Curriculum.
- and in conjunction with your line manager.
- To ensure value for money and effective deployment of staffing and resources and in conjunction with your line manager.
- To keep records of professional development meetings and interviews with staff.

- To co-ordinate the regular reviewing and amendment to Schemes of Work, i.e. appropriate 'Teaching and Learning' strategies.
- To research and develop high quality 'Teaching and Learning' resources to support development and students learning.
- To provide educational enhancement as required, i.e. booster classes, trips.
- To promote high quality 'Teaching and Learning' by working alongside staff and coaching them to enable them to develop these professionally.
- To organise high quality in-service curriculum area training to meet individual needs and aspirations.
- To develop, monitor and review the effectiveness and quality of 'Teaching and Learning' within the curriculum area by:
- - team teaching, paired lesson observation, research and experimentation.
 - excellent personal practice that other staff can observe.
 - the professional development of the team.
 - looking at staff planning and record books regularly.
 - analysing students' work on a regular basis.
 - developing the pedagogy and methodology by which the curriculum is delivered.
 - ensuring marking and homework setting is done to learning area policy and standards.
- To ensure that students and staff meet deadlines re coursework and grades for assessments.
- Responsibility for the delivery of high quality preparation of examination materials for students.
- To ensure that all staff and students are safe in your area.
- To create an ambience conducive to learning.

2. Operational/Strategic Planning

- To work with colleagues across the learning area to ensure that there is a consistency in the quality of teaching and learning.
- To organise preparation, assessments and planning time for all staff and keep clear records.
- To represent/promote the learning area at meetings/ parents' evenings/other events.
- To meet regularly with the Head of Department to review the effectiveness of the learning area.

3. Attainment and Progress

- To oversee the production, review and development of curriculum area frameworks for learning which incorporate all the statutory requirements of the National Curriculum.
- To work with admin support to set students' targets and analyse test and examination statistics by sets and against external data and other schools' county and national statistics.
- To work with admin support to ensure the quality of data published to parents and high quality informative reports.

4. Behaviour and Safety

To ensure that accommodation and resources are appropriately maintained.

- To provide Risk Assessments to ensure the safety of staff and students where appropriate
- To adhere to all elements of the Health and Safety and Safeguarding Policies.
- To ensure that the spaces for learning given to your care are attractive and well kept. To devise strategies to ensure that the students work is well displayed and the area kept clear of litter.

5. An MPR/UPR teacher is responsible for:

Their own professional development:

- Keeping up to date with research and developments in pedagogy and in any subjects taught, raising, when appropriate, issues with the Vice Principal i/c Curriculum.
- Evaluating their own teaching critically and use this to improve their effectiveness.
- Building up a thorough understanding of their professional responsibilities in relation to academy policies and practices.
- Setting a good example to the students they teach in their presentation and their personal conduct.
- Participating in Performance Management arrangements.

Teaching and Managing Student Learning

- Identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Setting appropriate and demanding expectations for students' learning and motivation.
- Setting clear targets for students' learning, building on prior attainment and considering each student as an individual
- Identify students who have special educational needs, and ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Using teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Ensuring that students are thoroughly prepared for their examinations and that any examination coursework is completed and marked according to examination board and departmental criteria.
- Liaising effectively with support staff working within the learning area.
- Providing extra-curricular activities to extend and challenge students for at least two after school sessions per week each of forty-five minutes.

Monitoring and Assessing Student Progress:

- Marking and monitoring students' class and homework providing constructive oral and written feedback, setting targets for students' progress.
- Assessing how well learning objectives have been achieved and use this assessment for future teaching.

- Maintaining full records of attendance, homework, National Curriculum Attainments, and examinations for students taught, including members of the tutor group.
- Producing and analysing teaching group examination predictions and results as requested by the Head of Department and the AVP Teaching and Learning.
- Participating in departmental discussions of student targets and progress and of the development of strategies to meet departmental target.
- Overseeing the pastoral needs of all students taught and passing on any concerns to the appropriate member of staff.
- Contribute to the preparation of Action Plans and progress files and other reports
- Mentoring and negotiating individual targets for mentees.

Resources within the Department:

- Selecting and making good use of learning resources to enable teaching objectives to be met.
- Ensuring that stock and equipment is well cared for and economically used.
- Ensuring that departmental rooms present a stimulating and tidy environment.
- Implementing the academy health and safety policy.

Communication with Parents:

- Attending any appropriate meetings with parents.
- Providing informative reports to parents.
- Raising, in consultation with the Head of House, particular concerns regarding mentees with parents.

Internal Communication:

- Representing the views and interests of the learning area to the Head of Department.
- Providing information required by HODs, HOH, SENCO.
- Actively participating in learning area meetings.

Staff Absence:

- Ensuring that appropriate work has been set and that the resources required are available.
- Supporting supply staff who are working within the learning area.

Specific Task & Responsibilities:

- Undertake the duties of a mentor or coach as determined by the Principal.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION

Person Specification

Qualification and Experience

Essential

- Degree and Teaching Qualification
- Enhanced CRB
- On-going CPD portfolio
- At least 1 years' teaching experience in a Secondary School
- Evidence of successful experience of curriculum/subject development
- Experience of successfully managing student improvement

Desirable

- Experience of managing examination entry procedures

Knowledge, Skills and Abilities

- **Essential**
- An experienced and strong classroom practitioner
- Understanding of the characteristics of high quality teaching and effective learning
- Evidence of successfully planning and implementing curriculum developments
- Knowledge of current whole school developments in education
- Evidence of leadership skills
- Proven ability to work helping improve classroom practice
- Ability to build and work with an effective team
- Excellent written, verbal and non-verbal communication skills
- Ability to work under pressure, meet tight deadlines and pay attention to detail
- High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents
- Good ICT skills

Desirable

- Evidence of having had a positive impact in performance management outcomes

Personal Attributes

- **Essential**
- Patient and persistent
- Tactful, respectful and sensitive to the needs of others
- Enthusiastic with a positive and optimistic outlook
- Personal attributes: Positive, enthusiastic, tolerant, committed to excellence, respectful, enjoys hard work