



The Gainsborough  
Academy

### **The Gainsborough Academy Job Description**

POST TITLE

Second in Department Maths

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

SCALE

MPR / UPR plus TLR 2B (£4,403)

PURPOSE OF THE JOB

To support the Director of Maths in leading the Mathematics Faculty; overseeing staff development within the faculty and ensuring outstanding pupil progress.

RESPONSIBLE TO

Director of Maths

The Gainsborough Academy recognise and value continued professional development and as such training opportunities will be made available as appropriate.

## EMPLOYMENT DUTIES

### **Key Accountabilities**

- The sustained delivery of the highest quality teaching and learning in all parts of the Maths department, so that all students will make strong progress and achieve well in relation to their ability and so that they value and enjoy the learning in which they participate
- Deputising for the Director of Maths as necessary
- Assisting the Director of Maths in sustaining high expectations for conduct, classroom climate and the environment within the Maths department so that good learning and wellbeing is supported for all students and staff
- Assist the Director of Maths in building and maintaining an effective teaching team which continually enhances the quality of learning and achievement and supports the objectives of the school.
- Contribute towards raising standards and achievement.
- Establishing and sustaining effective arrangements (reflective of the school ethos and policies) for communication with students and parents about any aspect of their learning and the work of the Maths department, so that they can be active partners in learning and in supporting departmental development

### **Key Responsibilities**

- Deputise for the Director of Maths as appropriate.
- Provide an excellent role model for other members of the department in all aspects of professional life.
- Personally keep up to date with developments and new ideas related to the subject and share this information with department colleagues.
- Encourage the enjoyment of the subject.
- Use non-contact time for administration and professional development.
- Support the Director of Maths by focussing specifically on the educational progress of all students in KS3 and KS4.
- Be fully accountable with the help of the Director of Maths for leading, managing and developing the delivery of Maths across the key stages.
- Be responsible for the department's resources.
- Be fully involved in department initiatives and help promote continuous good practice.
- Be fully involved in the department's extra-curricular programmes.
- Contribute towards the social, moral and physical well-being of all students within the school.
- Assist the Director of Maths in ensuring that all subject staff understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- Assist the Director of Maths with the implementation of the school assessment and target setting policies, ensuring that deadlines are adhered to by team members.

- Assist the Director of Maths in chairing and producing the agenda for effective department meetings. To ensure minutes are made and are actioned, kept secure and circulated as appropriate.
- Assist the Director of Maths in devising the Department Improvement Plan to contribute positively to the School Improvement Plan.
- Assist the Director of Maths in making effective use of data to monitor and evaluate the achievement and attainment of students in the subject with a view to improving teaching and learning.
- Assist the Director of Maths in the implementation, monitoring and evaluation of department policies and documentation.
- Assist in the initiation/maintenance of the provision of department extra-curricular activities.
- Assist the Director of Maths in the annual review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures in the school evaluation policy (SEF).
- Ensure that appropriate schemes of work are written for the department at Key Stages 3 and 4, which include a range of teaching and learning styles providing a rich experience for students. These should provide for the students' spiritual, moral, social and cultural development, including citizenship and to incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
- Provide appropriate tests and mark schemes.
- Monitor the results of KS3 and 4 tests and analyse them, reporting back as appropriate.
- Monitor the delivery and content of the course at KS3 and KS4.
- Deliver high quality Maths within lessons and extra-curricular activities.
- Assist in the co-ordination of work with the SENCO to ensure IEPs are used to set subject-specific targets, and to match curricular materials and approaches to student needs.
- Assist the Director of Maths in providing and organising in-service training for the department staff (teaching and non-teaching) as appropriate.
- Attend scheduled department and school staff meetings and take part in Open Evenings.

#### **Additional Duties:**

- To play a full part in the life of the Academy's community, to support its distinctive values and ethos and to encourage and ensure staff and students to follow this example.
- Any other duties as required by the Principal commensurate with the grade.

#### **Other Specific Duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. You will occasionally be expected to attend meetings and events that are held during evenings and weekends. You are expected to work flexibly to

fulfil your responsibilities and meet the needs of the Academy

This job description is current, it will be reviewed regularly, and it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.