Second in Mathematics Job Description

Key purpose of the job

The Second in Mathematics will assist the Head of Faculty in leading the Maths team, with the continuous aim of raising achievement by ensuring that the teaching of the subject and students’ learning are of the highest quality.

Key leadership responsibilities

Support the Head of Faculty with the development of the curriculum, teaching and learning strategies and assessment practices. This will involve specific responsibilities, for example with Key Stage 3 or Key Stage 4.

Support the Head of Faculty in tracking the progress of students, including different cohorts of students, and co-ordinating any required intervention. This will involve specific responsibilities, for example with Key Stage 3 or Key Stage 4.

Carry out quality assurance activities as agreed with the Head of Faculty.

Provide CPD, advice and support for members of the Maths team.

Undertake the role as ‘appraiser’ as part of the appraisal process for members of the Maths team, providing the appropriate balance of support and challenge.

Assist the Head of Faculty in managing the resources of the faculty, supervising the use and care of resources.

Support the Head of Faculty in ensuring department members follow faculty and school policies.

Deputise for the Head of Faculty as and when required.

Teacher Job Description

All Teaching Staff Professional Responsibilities:-

Work according to the School Teachers’ Pay and Conditions document.

Meet all the Teacher Standards.

Take responsibility for safeguarding and promoting the welfare of children at the school.

Promote the school’s ethos.

Implement the school’s agreed policies and development plan.

Teach as directed throughout the school, subject to appropriate support and training.

Be accountable for the progress and attainment of all teaching groups.

Monitor student progress and tackle any underperformance through intervention.

Contribute positively to the pastoral management of the school as directed.

Engage fully in the appraisal process outlined in the agreed school policy.

Take responsibility for own professional development and commit fully to improving own practice through the school’s CPD programme.

All Teaching Staff Specific Responsibilities

Plan and deliver lessons as per ‘KNBS Gold Standard’, ensuring challenge, engagement & progress.

Have a thorough knowledge and understanding of their subject, keeping abreast of developments at a local & national level.

Set and mark high quality homework according to the school and department policies.

Mark, assess, record and report on students’ progress according to the school and department policies.

Provide clear information and guidance for parents and students through academic reports and parents’ evenings.

Address any student underperformance through intervention, liaising with the Head of Faculty and parents as required.

Meet deadlines for marking, reporting and submission of assessment data.

Prepare students for examinations, taking part in standardising and moderating activities.

Contribute to the development of department schemes of work, including assessments and resources.

Plan and deliver appropriate opportunities to contribute to students’ spiritual, moral, social and cultural development.

Attend and contribute to appropriate meetings and professional development activities.

Contribute to the process of department self-evaluation and development planning.

Undertake whatever other duties might reasonably be requested by the Headteacher.

Form Tutor Responsibilities

Take responsibility for day to day discipline routines and attendance in the form group.

Review and discuss students’ work and welfare, setting targets as necessary.

Support form, house, year and school activities as appropriate.

UPS 3 Teachers:-

Play a senior and proactive role within the department / school to enhance the quality of provision.

Play a proactive role in leading the professional development of other colleagues within the department / school.

General:-

Promote good behaviour and positive attitudes throughout the school at all times.

Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the school.

The school has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.

Share and actively promote the school’s commitment to promoting equal opportunities and tackling discrimination.

King’s Norton Boys’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.