**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB TITLE** | **SECOND IN MATHS DEPARTMENT** |  | **DATE** | MAY 2017 |
| **JOB PURPOSE**To assist the Head of Maths in leading, managing, monitoring, evaluating and improving the teaching and learning of Maths within Wigston Academies Trust, compliant with the Trusts vision and aims in pursuit of high standards of education, care, pupil attainment, progress and development.  |  | **SALARY SCALE** | TLR 2c |
|  |  |  |
| **STAFF FOR** **WHOM** **RESPONSIBLE** | Staff and pupils within the department across all schools in the Trust. |  | **TO WHOM****RESPONSIBLE** | Executive Headteacher, Headtheacher, SLT, Head of Department, Trust Board and Local Governing Bodies |

|  |
| --- |
| **TO BE ACCOUNTABLE AND RESPONSIBLE FOR ALL OBJECTIVES, MAIN DUTIES, KEY** **TASKS AND GENERIC DUTIES AS SPECIFIED.** |

|  |  |
| --- | --- |
| OBJECTIVES IN ADDITION TO JOB PURPOSE | * To ensure a good rate of attainment and achievement for all students.
* To raise standards of Teaching and Learning, Attainment and pupil achievement in Maths at all levels.
* To ensure pupil entitlements in line with National frameworks, Personalised Learning and Assessment for Learning.
* To foster enjoyment, engagement and inclusion in the study of Maths for both pupils and staff.
* To increase staff confidence and competence in teaching and learning.
* To ensure adherence to Health and Safety legislation, Staff Handbook procedures and other school policies, including safeguarding and promoting the welfare of pupils.
* Support the Trust’s commitment to extended enrichment and extra-curricular activities.
* To support associated wider school developments.
 |

|  |  |
| --- | --- |
| **MAIN****DUTIES specific to the post** | * Review, develop and implement means of supporting all pupils learning/assessment and achievement and its reporting to pupils and parents.
* Prepare, monitor and evaluate teaching and learning programmes/schemes of work to ensure their effective planning for and delivery of subject compliant with schools Teaching and Learning policy.
* Monitor and evaluate resource allocation to ensure quality of experience and best value.
* Encourage, monitor and evaluate professional development for all team members and appraisees for whom responsible, in accordance with Wigston Academies Trust Staff Development Policy.
* Promote the value of Maths throughout the school, campus and LA.
* Monitor/review all aspects of risk assessment within the context of your environment, personnel and working practices. Report concerns to H&S Deputy Principal.
 |
| KEY TASKS specific to the post | * Convene regular departmental meetings with agendas and minutes to consider matters of administration and strategies to raise standards. Ensure circulation of these to line manager/PA.
* Liaise with link Trusts on a regular basis, working towards an agreed continuous curriculum for all pupils.
* Evaluate the effectiveness of Wigston Academies Trust’s Maths curriculum in accordance with the school’s policies for teaching, learning, marking, assessment and homework.
* Prepare a yearly financial forecast, outlining anticipated expenditure, manage and evaluate the departmental budget allocations to ensure best value.
* Manage, co-ordinate, organise appropriate activities on a day to day basis to support and implement departmental planning and Performance Review programmes as relevant to role.
 |

|  |  |
| --- | --- |
| SCHOOL EVALUATION AND QUALITY ASSURANCE | * To monitor, evaluate and improve the overall quality of education and care provided for pupils within the job purpose.
* Lead, manage or contribute effectively, as appropriate to role, Wigston Academies Trust and Departmental Evaluation, Department Review, Quality Assurance and Ofsted SEF to ensure continual improvements are made, as appropriate to role.
 |
| GENERIC DUTIES OR RESPONSI-BILITIES | * To play a full part in the life of the school community, to support its vision statement distinctive Code of Conduct and Ethos and to encourage and ensure staff and pupils to follow this example.
* To engage actively in the Annual Review Teaching/Learning Performance process and work towards any targets and continual personal/professional development as required.
* To work towards or continue to meet national standards for qualified teachers and all the Threshold standards as applicable.
* To undertake any other duty as specified by STPCD, not mentioned in the above and adhere to any other statutory legislation or responsibilities, eg SEN Code of Practice and safeguarding.
* To be compliant with all Trust policies and procedures.
* To carry out other associated duties of a similar level as are reasonably assigned by the Headteacher or designated SLMT person.
* Employees are expected to be smartly and appropriately dressed, courteous to colleagues, parents and visitors and interact at a professional level with all.
 |
| NOTES AS SPECIFIED  | The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Posts/duties may change to reflect fair and reasonable adjustments to role and tasks.This job description is current at the date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title. |

All roles are subject to statutory conditions and responsibilities as for all teachers. Job profile subject to review as necessary by the Governors and Headteacher as is reasonable to respond to changing needs and context of the school.