



## **JOB DESCRIPTION**

**JOB TITLE: 2nd in charge of Mathematics**

**REPORTS TO: Head of Mathematics**

**DATE: Autumn 2017**

### **Purpose:**

- To support the Head of Mathematics (Head of Faculty) by assisting with effective management and leadership of the department
- To be the lead for key stage 3 Mathematics in the Academy
- To perform functions of a teacher and form tutor.

### **Specific Responsibilities of the post holder:**

- To generally assist the Mathematics Department with the efficient and effective leadership and management of the department.
- To be responsible for coordinating the collaborative approach to all Key Stage 3 schemes of learning and ensuring their quality and completion.
- To assist in monitoring the quality of teaching by organizing regular work scrutiny, student interviews and lesson observations in line with the department's monitoring and evaluation schedule.
- To coordinate assessment and testing of KS3 students.
- To organise and lead half-termly moderation sessions for KS3 assessments.
- To lead on the self-review activities for KS3 (looking at data and identifying intervention groups, book looks, setting of homework, learning walks and using student voice) and then to consequently support the Head of Department in writing the termly self-review report.
- To organise intervention materials and strategies at key points for Key Stage 3.
- To be the first point of contact for student behaviour issues in Key Stage 3.
- To coordinate at least enrichment opportunities for KS3.
- To support the Head of Department in ensuring appropriate cover work is set.
- To assist in the effective management of resources, including hardware.
- To teach effectively to ensure appropriate progress for those students whom he/she is timetabled to teach.
- To help provide enrichment activities for students to enjoy, such as the UKMT challenges.
- To assist the Head of Faculty in the support and development of other members of staff within the department or curriculum area.
- To assist the Head of Faculty in carrying out performance management and review procedures. This includes line managing other members of the faculty.
- To attend any meetings as deemed necessary in the absence of the Head of Faculty.