



JOB DESCRIPTION – Second in Maths

Responsible to: Head teacher and Governing Body

Line Manager: Head of Maths

Purpose:

- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher/form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Working Time: 195 days per year
Salary/Grade: MPS/UPS plus TLR 2b

Disclosure Level: Enhanced
Additional Responsibility: Key Stage 4 Lead

MAIN (CORE) DUTIES

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, making policies and teaching strategies in the curriculum area.
- To contribute to the curriculum area, the department development plan and its implementation
- To plan and prepare courses and lessons
- To contribute to whole school planning and activities

Curriculum Provision

- To assist the middle level leader to ensure that the curriculum area provides a range of teaching which complements the school development plan.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission statement and development plan



SPECIFIC RESPONSIBILITIES

1. To be responsible for the implementation of the National Curriculum and preparation of schemes of learning, assessment and homework to be used when teaching Key Stage 4 Mathematics.
2. To monitor the quality of teaching and learning within Key Stage 4 in Mathematics. This will include the scrutiny of lesson content and book sampling, ensuring that work is regularly and thoughtfully marked providing guidance on how to improve.
3. To provide the Head of Maths with an evaluation of the quality of teaching and learning in all year groups at Key Stage 4 and contribute to the department's Improvement Plan.
4. To monitor the progress of every pupil in Key Stage 4, through appropriate record systems, and ensure that they make at least expected progress in Mathematics, achieving their target grades. This includes ensuring that termly assessments of students' progress and effort is documented and interpreted.
5. To lead, train and advise Mathematics staff so that they may enhance their pedagogy, in order to improve pupil attainment in this subject.
6. To liaise with the Head of Maths and Assistant Headteacher for Curriculum on the deployment of teachers to Key Stage 4 class groups. To assist the Head of Maths in the preparation of the Mathematics timetable.
7. To ensure that the school's Key Stage 4 target is achieved and where possible exceeded by implementing a range of improvement strategies approved by the Leadership Team to prepare learners for their examinations.
8. To arrange, organise, deploy staff and plan materials for revision days, revision boosters or other revision preparation for Key Stage 4 examinations.
9. To ensure curriculum continuity between Key Stage 3 and 4. This will require liaison with the KS3 Lead, Head of Maths and Numeracy Coordinator.
10. To ensure that teachers of Mathematics enhance their teaching through the use of IT in lessons and beyond. To research and implement websites to facilitate this.
11. To give advice to parents on how they can assist in improving their daughter's/son's progress in Mathematics.
12. To assist with setting work for Key Stage 4 classes in the absence of their regular Mathematics teacher (where work was not set and the absence was unknown) and monitor the quality of teaching where this absence is long term.
13. To support the Head of Maths with performance management process.
14. To carry out other responsibilities that relate to improvements in teaching and learning in Key Stage 4 Mathematics



TEACHING

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and group of students
- To ensure that ICT, literacy, numeracy is reflected in the teaching and learning experience of students
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to students needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark grade and provide written/verbal and diagnostic feedback to support progress.

STAFFING

- To take part in the staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching approaches.
- To engage actively in the performance management/appraisal process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

QUALITY ASSURANCE

- To help to implement quality assurance procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

MANAGEMENT INFORMATION

- To maintain appropriate records and provide relevant accurate and up-to-date information for SIMs registers/systems
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning



COMMUNICATIONS

- To communicate effectively with the parents of students as appropriate
- Where appropriate to communicate and co-operate with persons or bodies outside of school
- To follow agreed policies for communications in the school

MARKETING AND LIAISON

- To take part in marketing and liaison activities such as open evenings, parent's evenings, and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the middle level leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students

PASTORAL SYSTEM

- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole
- To liaise with a head of year to ensure the implementation of the school's pastoral system
- To register students, accompany them to assemblies, encourage their attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of action plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students after consultation with appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the behaviour management systems so that effective learning can take place

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school corporate policies
- To continue personal development as agreed
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake break and lunch duties as requested
- To undertake any other duty as specified by STPCB not mentioned in the above.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school 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

This job description is current at the date shown, but following consultation with the post-holder may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

HEALTH AND SAFETY RESPONSIBILITIES

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



PERSON SPECIFICATION – Second in Maths

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Essential	Desirable
Qualified Teacher Status	•	
A degree in a relevant subject	•	
An honours degree		•
Experience of teaching in a secondary school	•	
KNOWLEDGE AND UNDERSTANDING		
Knowledge of National Curriculum for their specialism	•	
Cope securely with subject related questions pupils raise	•	
Understand how pupils' learning is affected by their physical, intellectual, emotional and social development	•	
ICT fluency	•	
PLANNING; the ability to:		
Identify, clear teaching objectives and content and specify how these will be taught and assessed	•	
Set tasks which challenge all pupils and ensure high levels of pupil interest	•	
Set clear targets for pupils' learning	•	
Provide clear structures for lessons and for sequences of lessons, in the short , medium and longer term which maintain pace, motivation and challenge for all pupils	•	
Make effective use of assessment information when planning	•	
Ensure effective coverage of examination syllabuses and NC programmes of study	•	
TEACHING AND CLASS MANAGEMENT; the ability to:		
Monitor and intervene when teaching to ensure good/outstanding learning and discipline	•	
Set high standards of behaviour through well focused teaching and positive relationships	•	
Use teaching methods which sustain the momentum of pupils' work and keep all pupils engaged, interested and motivated	•	



MONITORING, ASSESSMENT, RECORDING, REPORTING; the ability to:		
Mark and monitor pupils' assigned class work and homework providing constructive feedback and setting targets for pupil's progress in line with school policy	•	
Assess and record each pupil's progress systematically	•	
Prepare and present information reports to parents	•	
Assess pupils against attainment targets	•	
OTHER PROFESSIONAL REQUIREMENTS		
Undertake duties as set out in the Teachers' Pay and Conditions document	•	
Understand teachers' legal liabilities and responsibilities	•	
Establish good relationships with colleagues	•	
Carry out duties in accordance with guidance from their line manager	•	
Participate in Continued Professional Development	•	