



Job Description: Second in Charge - Maths

All teachers' job descriptions define the responsibility of the post-holder as being:

Under the reasonable direction of the Principal to carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions document (STPCD);

To meet all requirements of the Teachers' Standards;

To comply with Health & Safety at Work Legislation.

Responsible to: Head of Maths

Responsible for: Providing high quality teaching and learning opportunities and care, guidance and support to secure the highest possible standards of achievement for all students; to lead and support a large and diverse team to secure excellent outcomes across Maths for all students.

Remuneration: ULT Inner London Main Pay Scale

Job Purpose:

As a teacher

- To fulfil the Professional Standards for Teachers, in the context of being a teacher of a subject, as part of a curriculum team and as a form tutor as part of a year team
- To implement and deliver an appropriately 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
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their full individual potential
- To contribute to raising standards of student progress and attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

As a leader:

- To support in the growth and development of the maths team
- To have high expectations for consistency across the department and accountability alongside the Head of Maths
- To have a genuine passion and belief in the potential in every student and inculcate this in the team as a whole
- Be motivated to continually improve standards and achieve excellence by driving developments in the classroom and cultivating a strong ethos in the team
- To work in partnership with the Head of Maths to create and galvanise a highly performing team



Principal Responsibilities: Teaching & Learning

- With direction from the Head of Department and within the context of the academy's curriculum, to plan and prepare effective teaching schemes and lessons
- To teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- To use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring
- To produce/contribute to assessments, reports and references relating to individual and groups of pupils
- To develop plans and processes for teaching with measurable results and evaluate those results to make improvements in pupil achievement
- To ensure that all pupils achieve at least expected progress and the majority of pupils make more than expected progress
- To maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
- To implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- To participate in preparing pupils for external examinations

Assessment, Tracking Student Progress and Reporting to Parents/Carers

- Regularly mark, assess, record and report on the attendance, progress, personal development and attainment of students and give written/verbal feedback as required.
- Maintain accurate records of the achievement and progress of students.
- Use the relevant data to monitor progress, set targets and plan subsequent lessons.
- Be accountable for student's attainment, progress and outcomes.
- Participate in arrangements for preparing students for public examinations, including targeted revision programmes and assessing students for examination purposes.
- Communicate effectively with parents/carers through informative verbal and written reports on students' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress.

Care Guidance and Support

- To be a Form Tutor to an assigned group of students and to use tutor time profitably to undertake activities that support the academic and personal development of students.
- To keep an accurate and up-to-date attendance register of students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.



- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Insist on high standards of work, behaviour, uniform and punctuality from all students, challenging when expectations are not met, including communication with parents/carers.

Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline
- To be alert and active on issues relating to pupil welfare and child protection
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

Other Duties

- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures.
- To contribute to the departmental and school improvement plan and its implementation.
- Attend and contribute to meetings as directed, following up agreed actions and adhering to deadlines.
- To take part in marketing and liaison activities such as Open Evenings.

Commitments

- To promote actively the school's corporate policies and to comply with the school's Safeguarding and Health and Safety Policies and undertake risk assessments as appropriate.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.

Note: Job descriptions are subject to review and amendment.



PERSON SPECIFICATION

Job Title: ULT Main Pay Scale/ Upper Threshold (as appropriate)

EDUCATION:

- A degree in the specialist subject from a recognised university.
- Qualified Teacher Status.
- Evidence of recent and relevant training or INSET.

EXPERIENCE:

- Evidence of excellent teaching ability and successful impact on student progress.
- Strong subject knowledge and a good knowledge and awareness of developments in the subject National Curriculum and other statutory requirements at Key Stages 3,4 and 5.
- A demonstrable understanding of planning and assessment for learning.
- Proven administrative and organisational skills.
- The ability to communicate effectively and appropriately (both orally and in writing) with staff, students and parents, and to be able to prepare reports and maintain clear and comprehensive records.
- An awareness and experience of the range of strategies necessary to address the differing needs which exist in the classroom, and which include second language learners, those with special educational needs and the most able.
- An understanding and appreciation of the value of interesting and stimulating display and other motivational materials.
- A familiarity with Information Technology and with its educational uses, as well as an ability to use Information Technology effectively to fulfil administrative requirements.
- Previous departmental leadership experience preferable but not required for the right candidate.

PERSONAL QUALITIES AND ATTRIBUTES:

- A commitment to raising achievement and experience of devising and implementing successful strategies in order to do this.
- An understanding of target setting and action planning.
- An understanding of the principles involved in being a successful team member and a commitment to doing so.
- An understanding of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity even when under pressure