

Job Description – Second in Mathematics

Post Title:	Second in Mathematics
Hours:	37.5 hours per week
Salary:	United Learning Pay Scale
Responsible to:	Head of Mathematics
Conditions of Service:	United Learning Contract

Statement of purpose:

The core purpose of role of the Second in Mathematics is to support the Head of Department in driving the vision and ethos of that department (in line with the Academy ethos) and to ensure that all students/groups of students within their area make at least good progress and that the standard of teaching and learning enables all students to maximise their academic potential.

Main responsibilities:

- Contribute to improving the high expectations of students in the mathematics department;
- Contribute to improving the high expectations of students in Sparx and Hegarty Maths by increase in completion between classes and students in the department;
- Reward students for their hard work throughout the year and increase their love for Mathematics;
- Support the HOD to establish short, medium and long-term plans for the development and resourcing of Mathematics through thorough and honest self-evaluation;
- Support the HOD to monitor the progress made in achieving subject plans and targets, and evaluate the effects of teaching and learning;
- Contribute to inspiring, developing, innovating and invigorating the teaching of Mathematics at Salford City Academy;
- Support the HOD so that all teaching of Mathematics is differentiated to meet the needs of all students;
- Promote the awe and wonder of Mathematics through encouraging risk taking, challenge and problem solving;
- Support the HOD to monitor the progress of students and establish intervention strategies as required;
- Support the HOD to quality assure and develop the teaching and learning of Mathematics across the Academy;
- With the HOD, revise and develop the Mathematics curriculum across the Academy;
- Support the HOD to review, revise and develop assessment procedures within Mathematics;
- Lead by example and provide motivation for the whole team;

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- Undertake a teaching commitment commensurate with the level of the post;
- Contribute to an aspirational culture at all levels of excellence and equality that delivers and promotes high expectations and aspirations for all students;
- Create and maintain an agenda of aspiration and achievement for the Academy, working with the HOD and Mathematics staff to do so.
- Contributing to the process and completion of any self-evaluation processes;
- To develop excellent working relationships with colleagues internally, centrally and externally;
- To uphold the academy policies and procedures at all times;
- To be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate personnel;
- Participate in training and other learning activities as required;
- To represent the Academy at events as appropriate.

Achievement, attainment and progress:

- To support the HOD in the regular tracking and analysis of student data on Excel and 4Matrix (and other department tracking systems) and implementing appropriate interventions to tackle underachievement;
- To support the HOD in contributing to discussions on course selection and implementation;
- To collaborate effectively with partner primary schools to ensure a smooth transition for new students, ensuring challenge for KS3 & 4;
- To support the HOD in the organisation of external and internal examinations.

Teaching and Learning:

- To challenge and support teachers within the department to ensure there is high quality teaching and learning in classrooms every lesson, every day;
- Identifying excellent practice within the subject area and help coordinating the sharing of practice through team meetings;
- To support the HOD in creating Schemes of Learning that will challenge every student/groups of students and fulfil internal/external curriculum and assessment requirements;
- Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, homework, differentiation and classroom management;
- To ensure that the learning environment within classrooms is organised and conducive to good student progress;
- To support the HOD to ensure that departmental homework is challenging and regularly set and marked;
- To support the HOD with intervention programmes, ensuring they are effective and target progress concerns in the Mathematics department.

Culture:

- Work in partnership with the HOD, to develop a team ethos and vision, that contributes to the Academy ethos;
- Work with the HOD in developing a curriculum vision and plans that help the Academy adapt to coming changes within provision in their curriculum area;
- Contribute to establishing a culture of aspiration enabling students to make positive choices as they progress through the school and beyond in Mathematics.

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Leadership and Management of People:

- Line managing and professionally developing and deploying staff in such a way that they perform at their best;
- Lead identified staff within the department through Performance Management. Ensure the process is used in such a way as to improve outcomes for students;
- Providing an approachable, authoritative and visible presence in and around the academy to provide support for staff, students, parents and the local community;
- Be an excellent practitioner and role model;
- Support the HOD to provide continuous professional development and training of staff in the department;
- Contributing to a strong sense of teamwork and common purpose among staff in the department;
- Contribute to training, coaching, supporting and directing staff in the department as required to ensure a positive, professional and achievement focused ethos is maintained;
- Developing a shared expectation of outstanding teaching and learning;
- Contributing to and supporting an aspirational and innovative culture of learning in the Academy.

Quality Assurance:

- To assist in ensuring effective operation of quality control systems;
- To assist in monitoring common standards of practice within the department and develop the effectiveness of teaching and learning styles;
- To assist the HOD in monitoring and evaluating the curriculum in line with school procedures including evaluation against agreed quality standards and performance criteria.

Safeguarding:

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and wellbeing of all learners;
- To work openly within the framework of best practice identified in the school safeguarding policy.
- To report any concerns regarding pupil safety or staff working practices to the designated CP officer(s).

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