**Community Schools Trust**

**Job Specification**

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| **Job:** | **Second in Charge of Maths** |
| **Salary:** | **TLR2C** |
| **Reports to:** | **Head of Department, Departmental Line manager, and ultimately the Headteacher** |

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| **Overall Purpose of Job:** |
| To support in leading the maths department to ensure good progress for all students in the light of changes to specifications at KS4 and enhanced expectations at KS3 |

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| **Key Tasks:** |
| * Line manage maths staff as agreed with the head of department. * Use data to monitor progress and tracking data to develop strategies to raise achievement. * Develop effective transition structures for KS2 to 3 and/or KS3 to KS4. * Develop, implement and embed strategies to improve maths understanding across the school. * Develop extracurricular opportunities both within and beyond school. * Implement department policies and procedures as directed by the head of department. |

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| **General Teaching Duties:** |
| * To be responsible for the education and welfare of students in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work, and any policies of the Governing Body. * To share in the corporate responsibility for the wellbeing and discipline of all students and to maintain student discipline, including supporting staff in lessons when appropriate. * To be a form tutor, e.g. monitoring and supporting the overall wellbeing, progress and development of form pupils, accurately recording and following up student attendance, and providing helpful and accurate responses to parent/carers. * To take responsibility for his/her own professional development needs and participate effectively in Performance Management. * To be committed to and champion equality and diversity in all aspects of employment with the Community Schools Trust. All employees are expected to understand and promote equality and diversity in the course of their work. * To respect and be courteous to all students, colleagues and members of the public who contact or visit the school. * To take ‘such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.’ (STPC) * To co-operate with the headteacher or her representative on all issues to do with health, safety, welfare and child protection. |

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| **Job Specific Duties and Responsibilities:** |
| * To be a part of an effective and creative team. * To participate in the teaching of maths or, in negotiation with you, any other subject deemed appropriate by the headteacher. * To monitor the progress of students taught by keeping records and completing profiles and assessments according to Department and Whole School policy. * To contribute to the day to day activities of the department and to discussions and planning concerning the delivery of the curriculum by the department (including cross curricular aspects of the curriculum). * To attend and participate in appropriate meetings. * To ensure that teaching and learning is effective, engaging and challenging for all students, with particular reference to different groups of students, e.g. those with English as an additional language and those with special educational needs, as well as to national and trust priorities * To ensure that the school’s implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection is supported. * To collect and analyse student data, to apply the findings and to set and meet targets in order to improve student progress. * To support the development of strategies for the students’ spiritual, moral, social and cultural development, including citizenship. * To ensure that classrooms and teaching areas are educationally stimulating, with appropriate displays of work that are relevant and up to date and that work produced is offered for whole school display. * To support the provision of extra-curricular activities and study support. * To support in writing appropriate schemes of work for the delivery of the curriculum to pupils in maths. |

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| **Knowledge and Experience:** |
| * Relevant and successful experience of teaching in a secondary school. * Evidence of a willingness to develop new skills. * Knowledge of curriculum development and innovation. * Wide experience and knowledge of recording, reporting and assessment. * A professional understanding of child protection matters and what constitutes a safe school culture. |

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| **Qualifications:** |
| * Relevant degree. * Appropriate teaching qualification. |

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| **Skills and Behaviours:** |
| * Ability to initiate implement and develop opportunities to maximise student achievement. * Ability to manage the organisation of the department. * Ability to provide vision, leadership and direction. * Possession of a high standard of teaching skills and excellent classroom practice. * Possession of excellent oral and written communication skills and appropriate ICT skills. * Procession of excellent organisational skills. * Ability to function as a leader as well as a member of a team. * Ability to review, monitor and evaluate the curriculum and own work. * Ability to perform effectively in a variety of situations. * Ability to recognise and respond to the needs of pupils of different attainment levels. * Ability to keep efficient records. * Ability to develop as a leading professional in the school. * Ability to lead the learning and teaching in the department. |