



The Prescott School

Job Description

Post Title:	Second in Department
Purpose:	To contribute and be committed to the implementation of the school's vision.
Reporting to:	Subject Leader
Responsible for:	Nominated teachers
Liaising with:	Executive Principal, SLT, teaching staff, relevant non teaching support staff, LA representatives external agencies and parents
Working Time:	See Current Teachers Pay and Conditions
Salary/Grade:	TLR 2b
Disclosure Level:	Enhanced
Qualifications:	Essential: 'A' Levels or equivalent in main teaching subject Essential: Degree or equivalent in main teaching subject Essential: Successful PGCE or equivalent in main teaching subject

MAIN (SPECIFIC DUTIES)	<ul style="list-style-type: none"> • To teach Maths to all ages and abilities throughout the school. • Assess, record and report on the development, progress and attainment of students in relation to the skills and knowledge associated with this curriculum area, in line with the school assessment policies. • To have responsibility for discrete areas of the Faculty curriculum by negotiation with and support from the Subject Leader as well as a wider school remit. • To work as a key member of the Faculty management team. • To be involved in the performance management of colleagues. • To deputise for the Subject Leader when necessary. • Be fully committed to one's own Professional Development. • Have knowledge of how the aspect of learning relates to other areas of the curriculum and work with these to provide coherent learning. • Have an understanding of the statutory aspects of education and how they apply to the aspect of learning e.g. SEN Code of Practice, Equal Opportunities etc • Have an understanding of the requirements of leadership and management, team building and personnel issues, financial control and value. • Be committed to safeguarding and promoting the welfare of children and young people. • Undertake any other reasonable duties as may be required by the Executive Principal in the light of developing circumstances.
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Accountability for leading, managing and developing a subject or curriculum area or student development across the curriculum.

Working with other relevant teachers and support staff in the Faculty:

To support the work of the Subject Leader for Maths to deliver the Vision, raise attainment and drive improvement.

- To support the Subject Leader and to deputise when and where appropriate.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Executive Principal of the school.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the faculty, within the designated area.
- To assist in the implementation of school policies and procedures, for example Equal Opportunities, Health and Safety, etc.
- To help ensure that all members of the faculty are familiar with its aims and objectives.
- To ensure effective communication, as appropriate with the parents of students through attendance at parents evenings, open evenings etc. as directed by the Executive Principal.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Define and agree appropriate improvement targets and integrate into Framework.
- Through Faculty Impact and Outcomes, evaluate and report annually on the effectiveness of practice (summative statement). Identify areas and issues for further improvement and mechanisms for it to happen which are incorporated into the Framework.
- Lead professional development through example and support and co-ordinate the provision of high quality professional development for staff which ensures key objectives for improvement and performance management are met.
- Use financial and resource management innovatively and effectively following school protocol.
- Ensure that key objectives for improvement are reflected in Faculty Framework and practice.

<p>Line management responsibility for a number of people.</p>	<ul style="list-style-type: none"> • Plan the deployment of staff expertise to achieve school improvement objectives. • Monitor the wellbeing of staff the Faculty and liaise with Executive Principal as appropriate. • Ensure that performance management arrangements are effectively discharged within the Faculty. • Monitor and evaluate the contribution and impact of other staff to school improvement across the faculty. • Through Performance Management provide quality assurance monitoring and intervention as agreed. • Through Performance Management identify staff development needs and co-ordinate these with those responsible for CPD in school.
<p>Impact on educational progress beyond assigned students.</p>	<p>Working with other relevant teachers and support staff in the Faculty:</p> <ul style="list-style-type: none"> • Seek opportunities to offer personalised, variable and flexible curriculum that meets the needs of every individual. • Monitor planning, curriculum coverage and learning outcomes. • Monitor standards of student behaviour and the climate for learning. • Lead on Faculty Impact and Outcomes strategies to contribute to overall school self evaluation. • Plan and implement strategies where improvement needs are identified and incorporated into Framework. • Ensure that relevant attainment/achievement targets are met. • Monitor and evaluate assessment data across the subject to identify trends in student performance and issues for development and incorporate into Framework. • Define intervention strategies to address issues for development that are identified. • Through Faculty Impact and Outcomes evaluate and report on the effectiveness of intervention strategies used to address identified issues. • Identify quantifiable and challenging student progress objectives with teachers within their performance management objectives. • Support teachers in planning appropriate strategies that ensure curriculum coverage with clearly identified learning outcomes. • Ensure that agreed student progress target levels within the subject are achieved or exceeded through excellent teaching and learning. • Encourage students' motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations with an emphasis on personalised learning. • Monitor the objectives and targets for all groups of students e.g. SEN, PP, Gender, prior ability etc and promote the importance of raising achievement for all.

Leading, developing and enhancing the teaching practice of others.

Working with other relevant teachers and support staff in the faculty:

- Ensure that staff make maximum use of emerging technology to enhance teaching and learning.
- Maintain personal expertise and share this with other teachers.
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them.
- Induct, support and monitor new staff.
- Performance manage identified teachers.
- Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis.
- Disseminate examples of effective planning practice within the school/subject.
- Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning.
- Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the school/subject, and communicate this to students.
- Observe colleagues teaching including through performance management arrangements and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
- Identify and promote innovative and effective teaching strategies in the school/subject to meet the needs of all students.
- Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.