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| **Bishop Ramsey CE School**  **Second in the Mathematics Department**  **Job Description** | | |
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| **Job Title** | Second in the Mathematics Department (i/c KS4) | |
| **Grade** | MPS/UPS + TLR 2C | |
| **Immediate Supervisor** | Head of the Mathematics and ICT Faculty | |
| **Line Management** | **Directly** | Named members of the Mathematics Department |
|  | **Indirectly** | Supply staff |
| **Contacts** | **Internal** | All teaching and support staff |
|  | **External** | Parents and Governors |

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| **Main Purpose of the Post** |
| To assist the Head of Department to ensure that the department is well led and managed and follows the strategic direction and developments published for the department.  To assist the Head of Department to manage the teaching and learning of all the students in the department by ensuring that the curriculum needs of students in the department are catered for through enrichment opportunities and that those students can make effective progress with their studies and achieve their full potential.  To assist the Head of Department to lead and manage all the staff working within the department to ensure that the teaching delivered by those in the department is of the highest possible standard.  To provide quality assurance by evaluating the work of the department, ensuring that teaching and learning are of the highest standard through effective monitoring processes within KS4. |
| **Accountabilities** |
| As the 2nd in the department and Head of Teaching and Learning for KS4, you are accountable to the Head of Department for the standards achieved and the progress made by the students taught in KS4; for the quality of teaching in the department and the curriculum and extra curricular activities offered by the department at KS4.  The post holder will be professionally accountable for the work of all staff working within KS4, acting as the Professional Review Manager for staff as indicated in the Staffing Structure.  To assist the Head of Department in the day to day running of the department. |
| **KEY TASKS** |
| To uphold the ethos, aims and administration of the school.  To act as a role model for the department.  To become involved in and to initiate activities which help the school to improve the teaching and learning of its students. |
| **Strategic Direction and Development** |
| To articulate to the other members of the department the clear vision of the department.  To develop a well designed and well resourced enrichment curriculum at all 3 Key Stages, consistent with the school’s aims and objectives and the requirements of the National Curriculum, which meets the needs of all the students taught by the department.  To work with primary schools to improve the transition from Year 6 to Year 7, to assist primary schools in their development of Mathematics.  To assist in the production of an annual development plan, in consultation with members of the faculty, where key priority areas for development are clearly identified, especially for the Key Stage and areas of interest outlined in this job description.  To assist with the review of the improvement plan throughout the year, in consultation with members of the faculty.  To liaise with other Heads of Faculty, Year Directors, Leadership Team and with governors, parents, primary schools and the wider community as appropriate.  To contribute to the development of school policies.  To work with other faculties/departments to encourage extra curricular links and take the lead in delivering certain areas. |
| **Management of Teaching and Learning** |
| To ensure that all members of the department are aware of school and Faculty policies and act on them.  To encourage the use of good practice in the delivery of the curriculum by holding meetings and coaching workshops.  To ensure that students’ experience of learning Maths is enriched by appropriate opportunities to use ICT.  To encourage the use of good practice by organising and taking part in a programme of classroom observations for all members of the department each year, as per the Faculty Monitoring Programme.  To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.  To support all members of the department in the use of the Teaching Assistant so that the teaching and learning of the students in the teaching group is enhanced.  To arrange and review setting arrangements in line with school procedures.  To ensure that cross-curricular themes are taught within their subject area as required.  To design relevant assessments, consistent with the demands of the National Curriculum and Examination Boards. |
| **Leading and Managing Staff** |
| To be the line manager of named colleagues, as indicated in the school’s line management structure.  To support other members of the department with strategies to encourage good behaviour in the classroom.  To identify and support the professional development of colleagues in the department.  To supervise the work of allowance holders in the department as requested and to delegate tasks to all members of the department, where appropriate, to promote the professional development of colleagues.  To assist the Head of Department to allocate the use of the Teaching Assistant in liaison with the SENCO.  To co-ordinate the support and guidance of NQTs, Schools Direct and SCITT Traineesworking within the department, acting as a mentor as required.  To support on the appointment of staff to the department.  To ensure the administration of the Key stage is carried out efficiently using the support provided.  To ensure that the reports written by teachers in the Key stage are detailed, accurate and are available according to the published timetable.  To act as a Review manager in the school’s Performance Management Process.  To ensure that the department carries out its duties and responsibilities under Health and Safety Regulations  To stand in for the Head of Department as appropriate, to chair departmental meetings ensuring that faculty staff are aware of discussions and decisions made by the decision making groups of the school.  To identify and support the professional development of colleagues in the department.  To supervise the work of allowance holders in the department as requested and to delegate tasks to all members of the department where appropriate to promote the professional development of colleagues.  To ensure that all members of the department are aware of school and faculty policies and act on them. |
| **Efficient and Effective Deployment of Staff and Resources** |
| To maintain an attractive learning environment and displays of students work in a designated area.  To act as a mentor, responsible for the support and guidance of NQTs or trainees working within the department, if requested.  To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.  To be part of a duty team as per duty roster.  To ensure that the required materials are ready for each lesson.  To keep the Head of Department and the Year Director informed of all developments within each teaching group at KS4 and within the form group.  To carry out your duties and responsibilities under Health and Safety Regulations.  To show a willingness to work as part of a team. |
| **Leading and Managing Students** |
| To support the induction of students into each year within the context of a caring Christian community.  To ensure that students in your teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.  To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.  To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.  To promote good behaviour among the students you teach and all those you come into contact with in line with the school’s Behaviour Policy |
| **Quality Assurance** |
| To assist the Head of Department with the process of Self Evaluation of the Faculty according to the published policy.  To assist with the review of standards of teaching and learning through out the Key stage on an annual basis and feed the results through to the Head of Department.    To ensure that relevant and differentiated homework is given according to the published timetable.  To ensure the monitoring and moderation of the marking of students’ work for internal and external purposes is carried out across the department as per the Faculty Monitoring Programme**.**  To ensure that the marking of students’ work is in line with the school’s common marking policy and its Assessment Policy.  To ensure that accurate and meaningful records of pupil’s progress are kept across the department and disseminated to all members of the department.  To ensure that department keeps accurate and meaningful records of assessments carried out as part of the requirements of the National Curriculum and Examination Board and are in line with the school’s Assessment Policy.  To assist with the UCAS Application Process by writing references for students applying for Mathematics based courses.  To ensure that the reports written by the department are detailed, accurate and are available according to the published timetable.  To observe colleagues at work across the department to aid their future professional development and to inform judgements made about the teaching and learning received by the students.  To assist with the tasks required to ensure that the published Department Monitoring Programme is carried out. |
| **School Responsibilities** |
| To attend all meetings in line with the school’s calendar within your allocation of directed time e.g. faculty meetings, year team meetings, staff meetings, consultation evenings.  To ensure that the administration of the department, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.  To act as a form tutor and carry out the functions as described in the document ‘The Role of the Form Tutor’.  To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.  To be punctual for classes and duties etc. |
| **Other Tasks** |
| To undertake such teaching duties as required by the Headteacher in accordance with teacher regulations currently in force.  To maintain a record of equipment and resources bought by the department or have been allocated to the department by the school  To deputise for the Head of Department as appropriate. |

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| **PERSON SPECIFICATION** | | | | | |
| **CRITERIA** | Essential / Desirable | |  | Assessed by application / interview process | |
|  | **E** | **D** |  | **A** | **I** |
| **QUALIFICATIONS AND REQUIREMENTS** | | | | | |
| Honours Degree or equivalent. | √ |  |  | √ |  |
| Qualified Teacher Status. | √ |  |  | √ |  |
| Attendance at relevant Staff Development | √ |  |  |  |  |
| **EXPERIENCE** | | | | | |
| A proven record of successful classroom teaching | √ |  |  |  | **√** |
| Some evidence of interests outside your main teaching area |  | **√** |  | **√** | **√** |
| Experience of teaching across the full age and ability range | **√** |  |  | **√** |  |
| Experience of school responsibilities, which have provided a thorough preparation for this post. | √ |  |  | √ | **√** |
| Experience of school responsibilities across a range of extra curricular areas. |  | **√** |  | **√** | **√** |
| **KNOWLEDGE AND SKILLS** | | | | | |
| Knowledge of current educational issues to provide direction and leadership for the faculty | √ |  |  |  | √ |
| To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved by the faculty. | √ |  |  | **√** | √ |
| A knowledge of Information Technology to carry out the key tasks outlined | √ |  |  |  | √ |
| Administrative and time management skills to support the work of the staff | √ |  |  |  | √ |
| Management skills to create and foster commitment and confidence among staff. | √ |  |  | √ | √ |
| The ability to communicate effectively with students and adults | √ |  |  |  | √ |
| **PERSONAL QUALITIES** | | | | | |
| Commitment to the best interests of students | √ |  |  |  | √ |
| Willing and able to take responsibility | √ |  |  | **√** | √ |
| Enthusiasm and sense of humour | √ |  |  |  | √ |
| The ability to create and foster a team approach to the work of the department | √ |  |  |  | √ |
| The ability to represent the faculty and share its views with the Head of department | √ |  |  |  | √ |
| The ability to motivate, guide and support colleagues |  | √ |  |  |  |
| An ability to co-operate with colleagues | √ |  |  |  | √ |
| Reliability and integrity | √ |  |  |  | √ |
| A commitment to your own development as a leader and as a teacher | √ |  |  | √ |  |
| **SPECIAL REQUIREMENTS** | | | | | |
| Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School | √ |  |  | √ | √ |

***Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.***