



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

JOB DESCRIPTION

POST: Second in Mathematics (responsibility for KS3)

RESPONSIBLE TO: Head of Mathematics

GENERAL RESPONSIBILITIES:

- Lead by example in terms of:
 - Teaching (see the Teacher Standards)
 - Relationships with pupils, parents, colleagues and members of the community, engaging them all in the learning process.
 - Personal standards of conduct, appearance, punctuality and attendance.
- Uphold the school's Christian ethos and promote the implementation of the mission statement.
- Support the vision for the future development of the department to become outstanding. Communicate the vision to the team and drive its successful implementation.

SPECIFIC RESPONSIBILITIES:

TEACHING AND LEARNING

- Help plan the curriculum for Mathematics. Draw up and implement appropriate schemes of work to comply with the National Curriculum, which develop numeracy and prepare pupils effectively for external examinations.
- Regularly support and monitor the quality of teaching in the department through observation, work scrutiny, homework scrutiny and other informal means, in line with the school's QA process.
- Help devise and implement strategies to ensure that all teaching is at least 'good'.

GENERAL

- Support in the evaluation of the quality of teaching across the department in detail, establishing specific strengths and weaknesses.
- Support in designing strategic plans to share strengths and address weaknesses.
- Coordinate access to appropriate training to ensure all teachers have good subject knowledge, a wide range of teaching strategies which they can deploy effectively and they are aware of key developments in the subject.
- Ensure that all teachers use homework effectively to deepen and extend learning, providing appropriate challenge for all pupils.
- Develop successful strategies to engage with parents to the benefit of students.
- Liaise with primary schools to improve the department's understanding of their curriculum and teaching methods, to ensure that the pace and effectiveness of learning is maintained on transition.
- Liaise with tertiary institutions to ensure that all teachers and students are aware of progression opportunities in Mathematics and the corresponding requirements to access them.
- Ensure that all teachers incorporate a Mathematics-based careers element into their teaching to ensure students understand and appreciate the subject's importance and relevance in the wider world.
- Ensure that where appropriate, programmes of study include opportunities for cross curricular learning

PUPIL PROGRESS AND ATTAINMENT

- Ensure appropriate and regular marking and assessment of students' work to take place, in line with the school's Assessment Policy
- Set appropriately challenging targets for students.
- Set appropriately challenging students' progress targets for teachers.
- Monitor the progress of students and groups of pupils compared to targets, identifying any underperformance and ensuring this is addressed.
- Celebrate success and implement appropriate intervention where targets are not being met.

BEHAVIOUR AND SAFETY

- Maintain high standards of students' behaviour throughout the department by ensuring that all staff implement the school's Behaviour Policy consistently, ensuring that rewards and sanctions are implemented appropriately and effectively.

- Ensure that skilled and consistent behaviour management contributes to a very positive climate for learning.
- Ensure that the department's accommodation is safe and is maintained to a high standard, providing a welcoming, stimulating learning environment.

LEADERSHIP AND MANAGEMENT

- Evaluate standards and performance in the department related to your specific areas at KS3 and to be accountable to the: Head of Department, the Senior Leadership Team, Headteacher and Governors planning.
- Ensure that Teaching Assistants and volunteers are deployed effectively to support learning. Where appropriate, manage their performance.
- Assist in creating the Department Action Plan which ensures the members of the department are clear about the improvement strategy and understand their role in ensuring its success.
- Efficiently manage the resources allocated to the department, complying with school systems for ordering and control.
- Ensure the department has a positive profile throughout and beyond the school.

SUPERVISORY RESPONSIBILITIES (WHERE APPLICABLE):

- Teaching Assistants
- Trainee Teachers

EVENTS AND TEAMS:

LEAD

- Department meetings in absence of the Head of Department
- Training where applicable

ATTEND

- Meetings/Events as directed by the Headteacher

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher to include responsibilities commensurate with the salary and job title.