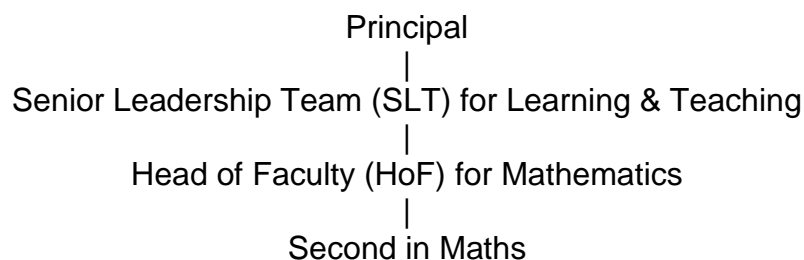


Job Description

Authority: Milton Keynes	Department/Division: Education
Location: Sir Herbert Leon	Job Title: Second in Maths
Terms of employment: Permanent	Accountable to: Head of Faculty for Mathematics/Assistant Head for Learning & Teaching

Employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars. Within such conditions of employment the description of your post is as below.



The post requires that you undertake responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare. In addition, and in accordance with the school's commitment to continuing professional development, you must have a commitment to either being a recipient of coaching or being appointed as a coach to assist the development of others. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document. You will work under the reasonable direction of the Principal, whose responsibility it is to ensure that balance in the workload of each teacher is maintained.

Accountable for:

The post is one which requires the performance of the following particular responsibilities:

- Teach Maths to students in Years 7-13
- Teach other subjects as required
- Plan lessons carefully, having regard to the schemes of work and departmental practice
- Cover for absent colleagues
- Work as a full member of the Maths curriculum team, working with others to

disseminate good practice in the department, to create teaching resources, and to develop consistent approaches

- Assess student work to monitor and evaluate progress, set targets and advise lesson preparation
- Liaise with Maths co-ordinators in partnership schools
- Demonstrate a commitment to continuing professional development through the facilitation and/or receipt of coaching.
- Facilitate and deliver as requested by the Assistant Principal, staff training in PPD, NQT and ITT training.
- Provide coaching/mentorship to staff as directed by the Assistant Principal and maintain records of their progress.
- Assist in QA practices for maths as directed by the Assistant Principal.
- Assist in driving the improvement plan to secure improvements in learning and teaching across the Academy.

A. Planning, teaching and class management

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or very able pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of programmes of study
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods to:
 - i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. Select appropriate learning resources and develop study skills through the Learning Resource centre, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate their own teaching critically to improve effectiveness

B. Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents

C. Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined, including strategies stated in Faculty Action Plan with regard to development of assessment, analysis, ICT, Literacy, Numeracy and SoW.

The Form Tutor has the key role of monitoring student progress and supporting all members of the tutor group in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all students by:

- Becoming aware of the strengths and needs of each student.
- Undertaking regular tutor reviews with each student, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects.
- Monitoring and providing appropriate advice and guidance on individual student's progress in respect of attendance, homework, discipline and acceptable standard of conduct and appearance.
- Promoting high standards of behaviour and attitudes to work within the group.
- Communicating effectively with staff and parents to achieve the targets set for the students.
- Promptly completing administrative tasks relating to the group.
- Attending year meetings called by the Year Leader.
- To participate, as directed, in INSET in order to keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

	Essential	Desirable
Qualifications	<p>QTS</p> <p>Good Honours Degree</p> <p>GCSEs at Grade C or above (or equivalent) in English and Maths</p>	<p>Further Professional Qualifications</p>
Teaching	<p>Able to teach full range of ability 11-16.</p> <p>Familiarity with Renewed Frameworks and National Curriculum for Mathematics.</p> <p>Able to use a range of strategies to promote learning.</p> <p>Able to manage and encourage good behaviour.</p> <p>Able to develop positive and meaningful relationships with students.</p> <p>Able to make appropriate use of ICT for learning.</p> <p>Understanding of how to use data to inform planning and improve pupils' performance.</p> <p>Understanding of a range of assessment for learning approaches, including grades where appropriate.</p> <p>Able to communicate with pupils, parents and carers about pupil's progress.</p>	<p>Able to develop best practice through wide range of imaginative approaches.</p> <p>Able to create an excellent climate for learning within teaching area.</p> <p>Participation/development of extra-curricular activities.</p> <p>An understanding of how Assessment for Learning approaches can be used to enhance pupils' performance.</p> <p>Engaged with developments in teaching and learning strategies to raise achievement.</p>
Personal Qualities	<p>Enthusiasm</p> <p>Team-working skills</p> <p>Reliability and Integrity</p>	<p>Strategic Planning</p> <p>Motivational Skills</p> <p>Engagement in own</p>

	Personal Organisation Flexibility	continuous professional development
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