

JOB DESCRIPTION

2ND IN CHARGE OF MATHS

Reporting to	Head of Maths
Salary/grade	MPS/UPS + TLR2C
High standards of teaching and learning	- To organise teaching of KS3 Maths throughout the school - To lead on pedagogy/methodology in KS3 Maths - To plan and develop appropriate schemes of work for KS3 Maths - To carry out data analysis to provide information for the leadership team and other agencies - To organise educational enhancement activities
Performance management	- To oversee and advise on assessment in KS3 - To advise on classroom management, and teaching styles appropriate to tasks - To reflect school, departmental and individual needs and aspirations - To set challenging objectives for their team members
Knowledge/skills /expertise	- To have a commitment to personal development - To maintain up to date knowledge – subject, assessment, national, pedagogy, classroom management, research/inspection findings - To be able to use comparative data
School level	- To contribute to development of school policy (e.g. the spiritual, moral, social and cultural development of pupils) - To participate in whole school literacy, numeracy and cross curricular dimensions - To support school ethos and policies - To liaise with parents
Personnel	- To have excellent communication and organisation skills - To support, guide and motivate team members and support staff - To develop team work - To chair meetings, including agendas and minutes

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Pupil outcomes	• To meet the teaching and learning needs of all pupils • To raise achievement for KS3 • To organise examinations and assessment for learning in KS3, including the maintenance of records
Resources	• To oversee the provision of cover work for absent colleagues • To manage effective deployment of human and physical resources • To develop accommodation and create an environment conducive to learning • To ensure value for money
Health and Safety	• To ensure the health and safety of all students and to report concerns to the line manager promptly

The job description may be reviewed at the end of the academic year or before if deemed necessary. It will be amended in consultation with you.

Signature: _____

Headteacher's Signature: _____

Date:

Person Specification

Second in Maths

Education and Training	Essential	Desirable
Qualified Teacher status	*	
Willingness to develop own expertise	*	
Knowledge of all recent developments in your specialist subject Maths	*	
Recent relevant in service training		*
Experience		
Very successful teaching (teaching practice) record	*	
Involved in extracurricular activities	*	
Abilities/Aptitudes		
Clear communication skills (spoken and written)	*	
Very good organisational skills	*	
Very good inter-personal skills	*	
Ability to work well as part of a team	*	
Willingness to be involved in all aspects of the work of the faculty and contribute to the wider life of the school	*	
Commitment to the highest levels of student achievement	*	
Commitment to the ethos of the school	*	
Other Requirements		
Readiness to take on the role of tutor	*	
Commitment to School and LEA Equal Opportunities Policy and Practice	*	
Excellent attendance and punctuality record	*	

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School Code of Conduct.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part XII of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Head teacher: _____

Date: _____

Employee: _____

Date: _____