



**KING EDWARD VI
ASTON SCHOOL**

Educational excellence for our City

JOB DESCRIPTION FOR THE SECOND IN MATHEMATICS

1. The Purpose of the Position

To know the strengths and weaknesses of teaching & learning in Mathematics and as a consequence develop approaches and processes, which result in improvement in the standards achieved by students in the subject.

To actively pursue the agreed aims of the department, the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner.

To be accountable, with the Subject Leader, for ensuring each individual pupil achieves their potential and to monitor and support individual pupil progress according to identified Mathematics needs.

To lead, develop and enhance the teaching practice in the department, evaluating quality and securing and sustaining its effectiveness, with the Subject Leader.

To be accountable for the development and implementation of policies, plans, targets and practices within the context of the department's aims and policies.

The subject leader will retain overall strategic responsibility for Mathematics across all year groups however you will contribute to this and will support operational leadership in Mathematics.

2. Teaching & Learning Responsibility (TLR) Payment

The position receives a Level 2A TLR payment

3. Line Management Responsibility

The post holder will be line managed by the Subject Leader for Mathematics.

The post holder will assume line management responsibility for up to three colleagues in the department.

4. Generic Responsibilities

See the generic subject leader's job description on the reverse of this sheet

5. Specific Responsibilities Associated with the Position

None

Generic Responsibilities

All subject leaders are expected to demonstrate clear leadership & management of a subject area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement from students in all year groups

1. Leadership of Teaching & Learning

- Have a clear vision as to how the subject should be taught & developed
- Lead & develop the subject, establishing a culture of high expectations
- Analyse & interpret relevant data (national, local & school) to inform policies, practices, targets & teaching methods to improve student performance in the subject
- Ensure that the subject's delivery meets statutory requirements
- Promote & develop high quality teaching & learning within the subject to meet the needs of all students
- Contribute to and support the induction of new staff
- Contribute to and support the professional development of subject staff
- Contribute to the performance management of subject staff
- Develop the subject's contribution to extra-curricular activities
- Ensure that the subject plays a role in the wider learning of the students (spiritual, moral, cultural, physical etc.) in preparation for adult life

2. Management

- Carry out performance management reviews for subject staff
- Chair subject meetings, providing agendas & action points
- Attend subject leaders' meetings
- Take responsibility for producing the department improvement plan for the subject, ensuring that it is annually evaluated and reviewed
- Manage the subject's resources (accommodation & financial) in line with priorities identified in the strategic plan
- Provide annual capitation & training requests
- Report Fire, Health & Safety issues with regards to the subject teaching area to the school's Fire, Health & Safety officer
- Ensure that the subject's teaching accommodation encourages & supports learning
- Contribute subject information for school prospectuses, publications and web site as required
- Support subject staff in student disciplinary matters, ensuring that school policies are followed
- Ensure the subject fulfils its cross-curricular role(s) e.g. Citizenship

3. Monitoring & Evaluation

- Develop a range of methods for monitoring the quality of teaching & learning in the subject in line with school policies
- Analyse & evaluate the evidence gathered from monitoring and as a result develop approaches & processes to address the issues identified
- Ensure that the department follows the school's policies for assessment and lesson observations
- Regularly review and update schemes of work/learning
- Develop, monitor & evaluate the subject's assessment, reporting & recording procedures in line with school policies & statutory requirements
- Develop, monitor & evaluate student performance in external & internal assessment

This job description is applicable from 1st September 2025

Name: _____ Postholder

Signed: _____ Postholder

Date: _____