The Hayfield School

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Job Description: Second in Mathematics

Job Title: Second in Mathematics
Responsible to: Director of Mathematics
Line Management Responsibility: As delegated by the Director of Mathematics

Job Purpose

To support the Director of Mathematics in providing effective leadership and management of the subject area and will deputise for the Director of Department when required, taking responsibility for agreed aspects of departmental leadership and organisation including, strategic and day-to-day leadership of the Mathematics department, ensuring that all students receive an ambitious, coherent and engaging Mathematics education and that the department maintains high standards of teaching, learning, behaviour and student outcomes.

The postholder will play a key role in the leadership and development of the Mathematics department, supporting colleagues to deliver consistently effective teaching and learning and promoting a culture of collaboration, professional development and high expectations.

Working closely with the Director of Mathematics, the Second in Mathematics will support the implementation, evaluation and development of the curriculum, departmental policies and improvement priorities. The postholder will also contribute positively to the wider leadership and development of the school.

Key Responsibilities

Leadership and Management

- Support the Director of Mathematics in providing clear, purposeful and effective leadership of the Mathematics department.
- Assist with the implementation and monitoring of departmental priorities, ensuring alignment with the school's strategic objectives.
- Support the development of a culture of high expectations, collaboration, accountability and continuous improvement.
- Take responsibility for delegated areas of departmental leadership and management.
- Support, develop and motivate members of the Mathematics team through effective communication, coaching and professional development.

- Contribute to departmental planning, evaluation and improvement activities.
- Support the effective management and use of departmental resources to ensure they provide good value and support high-quality teaching and learning.
- Assist with the recruitment, induction and development of Mathematics staff as required.
- Support effective communication within the department and with parents/carers and other stakeholders where appropriate.
- Deputise for the Director of Mathematics when required.

Curriculum Leadership

- Support the Director of Mathematics in developing and implementing an ambitious, coherent and well-sequenced Mathematics curriculum across Key Stages 3 and 4.
- Support the planning and delivery of a curriculum that develops students' mathematical fluency, reasoning and problem-solving skills.
- Ensure that curriculum planning provides appropriate progression in mathematical knowledge, understanding and skills.
- Promote opportunities for students to develop confidence, resilience and independence when tackling mathematical problems.
- Support the development of consistent approaches to curriculum planning, teaching resources and schemes of learning across the department.
- Ensure that the curriculum is appropriately challenging, inclusive and responsive to the needs of all learners.
- Keep abreast of developments in Mathematics education, examination requirements and effective curriculum practice.

Teaching and Learning

- Teach Mathematics to a high standard, modelling effective classroom practice for colleagues.
- Support the development of consistently high-quality teaching and learning across the department.
- Promote high expectations for student achievement, behaviour and engagement.
- Support colleagues in developing effective teaching strategies and classroom practice.
- Promote approaches that develop students' mathematical thinking, reasoning, fluency and problem-solving abilities.
- Ensure that teaching is appropriately adapted to meet the needs of students with SEND and other additional needs.
- Support the implementation of consistent classroom routines, behaviour expectations and approaches to learning across the department.

- Contribute to the monitoring and evaluation of teaching and learning, identifying strengths and areas for development.

Assessment and Student Outcomes

- Support the Director of Mathematics in leading effective departmental approaches to assessment, feedback and monitoring of student progress.
- Support the analysis of assessment information and examination outcomes to identify strengths, gaps and areas for improvement.
- Monitor student progress across relevant year groups and classes, identifying students who may require additional support or challenge.
- Support the planning and implementation of appropriate intervention strategies to improve student outcomes.
- Contribute to the analysis of examination performance data and the identification of priorities for departmental improvement.
- Ensure that students understand how to improve their mathematical knowledge, skills and examination performance.
- Maintain high expectations for the achievement and progress of all students.

Inclusion

- Support the development of a Mathematics curriculum and teaching approaches that meet the needs of all students.
- Promote high expectations for students with SEND, disadvantaged students and other groups who may require additional support.
- Work effectively with the SEND team and other colleagues to ensure appropriate provision and reasonable adaptations.
- Support colleagues in identifying and addressing barriers to learning in Mathematics.
- Ensure that inclusion is embedded within departmental planning and classroom practice.

Enrichment and Wider Curriculum

- Support the promotion of a positive attitude towards Mathematics and develop students' enjoyment, confidence and curiosity in the subject.
- Encourage students to recognise the relevance and application of Mathematics in everyday life and across other curriculum areas.
- Support opportunities for mathematical enrichment, including competitions, clubs, challenges and other extracurricular activities.
- Encourage students to develop their mathematical curiosity, independence and problem-solving skills beyond the classroom.
- Contribute to the wider academic and extracurricular life of the school.

Professional Development

- Support the Director of Mathematics in creating a positive culture in which colleagues are encouraged to reflect on and improve their practice.
- Identify professional development needs within the department and support appropriate development opportunities.
- Share effective practice and encourage collaboration within the department and across the school.
- Support the induction and development of new colleagues and those requiring additional guidance.
- Participate fully in the school's professional development programme and performance management processes.

Wider School Responsibilities

- Contribute positively to the school's wider leadership and improvement priorities.
- Support and uphold the school's values, policies and expectations.
- Work collaboratively with colleagues across the school.
- Promote the school's commitment to kindness, decency, creativity, resilience and a strong work ethic.
- Undertake duties and responsibilities appropriate to the level of the post.

Safeguarding

The postholder will:

- Promote and safeguard the welfare of children and young people in accordance with school policies and statutory requirements.
- Follow the school's safeguarding and child protection procedures at all times.
- Report safeguarding concerns promptly and appropriately.
- Contribute to creating a safe, respectful and inclusive learning environment.
- Complete all required safeguarding and safer recruitment training.

General

The duties and responsibilities outlined above are indicative and may be amended from time to time in consultation with the postholder, in accordance with the needs of the school.

The postholder is expected to undertake all responsibilities in accordance with the school's policies and procedures and to contribute positively to the school's aims, values and continued development.