**JOB DESCRIPTION**

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**POST TITLE:** Second in Mathematics

**TLR:**  **Point: 2:2**

**Line manager and responsible for reviews**: Head of Mathematics

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**Professional Responsibilities of all teaching staff**

In addition to the responsibilities of a teacher as set out in (the attached document and) the school teachers’ pay and conditions document you will also undertake the following duties and responsibilities:

**Main Purpose of the Post**

In addition to those professional responsibilities which are common to all teachers in the school, the post holder’s key accountability will be for raising the standards of teaching, learning and attainment in mathematics across the curriculum. To promote personalised learning through, appropriate achievement and personal progress of all students in the area of work defined by the job description and for which the post holder is designated as responsible consistent with the aims of the school and the unique needs of each individual.

**Professional Responsibilities**

Accountable to the Head of Mathematics for the leadership, management and monitoring of mathematics across the school. To be accountable for delivering mathematics and for developing numeracy across the school. The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

**Making an impact on the educational progress of students beyond those directly assigned**

* Ensuring that appropriate attainment and progress targets exist for individual students throughout the school;
* Ensuring that students experience an educational programme that is personalised to their particular needs identified through a robust assessment system;
* Promote extra-curricular enrichment activities which stimulate an interest in mathematics;
* Liaise with partner primary schools and outside agencies, including examination boards, HEI and Teaching School as necessary;
* Monitor and track progress of all groups, taking appropriate action;
* Contributing to relevant sections of the SEF;
* Liaising with subject leaders to ensure curriculum continuity and progression.

**Leading, developing and enhancing the teaching practice of others**

* Monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate;
* Liaise and co-operate with other curriculum areas in delivering cross curriculum theme and attend whole-school meetings as required
* Identifying key professional development needs;

Ensuring that these are addressed through the provision of high quality coaching and mentoring;  
the post holder will be professionally accountable for the work of colleagues;   
the post holder will be responsible for the induction of new staff and will ensure appropriate provision and oversight of the activities of parents and others working in a voluntary capacity.

**KEY RESPONSIBILITIES:**

* **Curriculum responsibility** Lead curriculum development, teaching and learning. To ensure that required elements of work are assigned to appropriate staff through the design and monitoring of a scheme of work for the assigned cross-curricular scheme to produce a co-ordinated and planned whole school approach to the defined area of responsibility.
* **Staff Management**; to ensure that the provision is monitored effectively and to provide the line manager with an evaluation of the outcomes. (Performance management responsibilities where appropriate).
* **Professional development:** design and support of Continuing Professional Development to enable staff and self to plan, teach and evaluate the assigned areas effectively and achieve required learning.
* **Resource Management**: effective deployment of allocated resources and monitoring their use. Support School policies for Health and Safety.
* **Advice and Development/ Improvement Planning**: To keep up to date with developments in the designated responsibility area and advising the Headteacher regarding the formation and development of policies and strategies for progress and improvement.
* **Reporting:**  to named line manager on progress in area of work.

**Other School Improvement Plan Responsibilities**

* To develop the mathematics curriculum
* To develop the curriculum to meet the needs of the STEM

##### Specific Management Responsibilities of this post holder

##### To mathematics:

* Evaluate and review the progress of students utilising available baseline and assessment data
* Prepare and review schemes of work in light of the cross curricular theme
* Lead and direct the cross school team in line with school policy deploying all staff and resources appropriately and furthering their professional development
* Allocate finance within the department and keep appropriate records
* Liaise with the Head of Mathematics on timetable and accommodation issues
* Ensure proper provision for students with Special Needs/Pupil Premium/Most Able
* Oversee the fabric and displays in classrooms and ensure good LRC provision
* Support teaching staff in the maintenance of exemplary behaviour and discipline and liaise with Learning Managers as necessary

The job description therefore includes the responsibilities to:

* contribute to whole school policy.
* ensure effective dialogue with parents in accordance with school policies
* work closely with partner primary and secondary schools.
* liaise with external agencies and employers as necessary.

#### General and Review

To achieve any performance criteria or targets arising from the School’s Performance Management arrangements.

Undertake such duties as may from time to time be reasonably assigned by the Headteacher operating within the provision of the School Teacher's Pay and Conditions of Employment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Signed:………………………………………………(Post holder)

Signed:………………………………………………(Line Manager)

Date:…………………………………………………

### This Job Description can be amended at any time with the agreement of the Headteacher and Post Holder