

Job Description

Post Title:	2iC Mathematics
Grade:	(MPS plus TLR 1A)
Responsible to:	Curriculum Leader Mathematics
Responsible for:	Supporting the Leadership of the Mathematics Dept.

Principal Accountabilities:

- 1) Support the subject leader in developing all aspects of mathematics education within the Academy
- 2) Provide high quality leadership of staff in the Mathematics Department.
- 3) Contribute to the leadership capacity of mathematics across the Academy

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Teaching and Learning

- Teach mathematics and numeracy to all age groups
- To be a Tutor
- Ensure pupil's progression is adequately monitored and achievements maximised
- To efficiently address gaps in attainment of underachieving students.
- Fulfil the requirements of Academy policies as outlined in the *Academy Handbook*
- To ensure that the curriculum and schemes of work in any key stage allocated for responsibility to provide for differentiation, continuity and progression in students' learning. Schemes of work should meet statutory requirements and contain key aspects of literacy and numeracy across the curriculum

2. Leadership and Management Responsibility

- Be responsible for one key stage, raising the level of attainment in mathematics and numeracy in accordance with Academy targets and expectations
- Line manage staff within the Mathematics Department
- Monitor the quality of mathematics teaching and learning

- Monitor and Identify under achieving pupils from performance data
- Address underachievement through by helping formulate and deliver strategies and approaches
- To assist the subject leader in the support and induction for NQTs, GTPs, supply and ancillary staff allocated to the department, where appropriate
- Deputising for the subject leader as required as part of the Academy Middle Leadership Team

Standards/ Quality Assurance and Additional Responsibilities

- Support extended day activities to enhance pupils learning experiences
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy
- Attend and participate in open evenings and pupil performances
- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training and development
- Attend team and staff meetings

Key Organisational Objectives

The post holder will contribute to the Academy's objectives in service delivery by:

- Following health and safety requirements and initiatives as directed
- Ensuring compliance with data protection legislation
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the school's equalities policies demonstrating commitment and contribution to improving standards of attainment
- Implementing quality assurance initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give

details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title:

2iC Mathematics

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified Teacher Status	✓	
Experience		
Ability to use IT effectively.	✓	
Use IT to raise achievement and as a management tool.		
High quality Mathematics and Numeracy teaching to pupils of all abilities.	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Leadership experience, including managing staff and pupils		✓
Demonstrable experience of improving student outcomes		
High quality outcomes	✓	
A record of continuous professional and career development		✓
Experience as a form tutor and/or pastoral work	✓	
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, to the achievement of department aims and to the efficient running of the Mathematics team	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development		✓
Ability to organise whole school/ year based activities	✓	
Ability to think and plan strategically and manage change	✓	
Knowledge and Understanding		
Developments in the National Curriculum for Mathematics and Numeracy	✓	
Academy's strategic plan and the role to be played by the Head of Mathematics and the Mathematics Department		✓
Developing differentiated schemes of work	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate policies and strategies to support them	✓	
Understand the needs of bilingual pupils	✓	