

JOB DESCRIPTION

Job Title: Second in department for Mathematics

Responsible to: Head of Mathematics

Location: St Michael's Church of England High School

Salary/ Grade: MPS/ UPS and TLR 2b (£5,645)

The Role

To provide professional leadership and management for Key Stage 3 Mathematics, securing high quality teaching and learning, effective use of staffing and resources and improved standards of learning and achievement for all pupils. To deputise for Head of Department when absent.

1. Purpose of the Post:

- 1.1 To develop effective leadership of yourself and others within the curriculum area.
- 1.2 To contribute to the raising of student attainment, their achievement and progress in Mathematics.
- 1.3 To develop an exciting, challenging and relevant learning experience for all students in KS3.
- 1.4 To ensure a transition from the KS2 curriculum to the KS3 curriculum, utilising key data to help the progress of students and determining a robust plan to close gaps, including nationally.
- 1.5 To ensure the key stage 3 curriculum prepares students and aligns with the key stage 4 curriculum.
- 1.6 To engage staff and students in Key Stage 3 extra-curricula provision.
- 1.7 To be accountable for promoting and safeguarding students' welfare and personal development as part of a collaborative and whole school approach.
- 1.8 To support and contribute to raising the standards of numeracy within the school.

2. Key Responsibilities:

- 2.1 To assist the Head of Mathematics in matters of welfare, administration, curriculum, assessment, reporting to parents, departmental planning.
- 2.2 Providing a nurturing classroom and school environment that helps pupils to develop as learners.
- 2.3 Contribute to the effective leadership of the Mathematics department.
- 2.4 Be a role model of highly effective and engaging teaching within the department.
- 2.5 Observe, mentor and provide guidance to teachers in the department including trainee teachers.
- 2.6 Lead key aspects to the Mathematics department as agreed with the Head of Mathematics (e.g. assessment and planning, resource planning, teaching and learning development and extra-curricular).
- 2.7 Be held accountable for the progress of all pupils in Mathematics learning across the key stage(s) you are responsible for.
- 2.8 Ensure assessment and feedback is in line with St Michael's school policy, consistently checking pupil progress.
- 2.9 To work alongside other post holders within the department to support embedding numeracy strategies across the key stage(s) you are responsible for.

3. Subject leadership:

- 3.1 To support the Head of Department in the creation and development of challenging and innovative schemes of work which are inspiring for learners and teachers alike.
- 3.2 Use regular, measurable and significant assessments to monitor progress and set targets.
- 3.3 Ensure assessments are moderated internally. Ensure end of year assessments reflect each pupil's overall level which is both externally valid and provides an accurate baseline for the next academic year.
- 3.4 Ensure compliance with the Marking Policy by providing effective standardisation and moderation of department exercise books.
- 3.5 Analyse progress and attainment data to make data-driven changes to curriculum design, and pupil interventions.
- 3.6 Work in collaboration with classroom teachers and SENCo to ensure pupils receive high quality interventions.
- 3.7 Through observation and feedback in line with the Head of Department, coach subject teachers to ensure excellent teaching and learning in all lessons, ensuring that classroom teachers are utilising best pedagogical practice.
- 3.8 To develop an extra-curricular enrichment programme in liaison with the Head of Department.
- 3.9 To support the management of end of year exams in the subject in liaison with the examination co-ordinator and the Head of Mathematics.
- 3.10 To ensure that high quality and effective homework is set regularly in line with the department and school homework policy.
- 3.11 Use regular, measurable and significant assessments of their teaching.
- 3.12 To monitor the completion of reporting on time.
- 3.13 Closely monitor progress and attainment of their pupils and use it to inform their teaching.
- 3.14 Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending afterschool parents meetings as required.
- 3.15 Organise and participate in exciting and motivating trips and events.
- 3.16 To help maintain and develop the school's inclusion ethos, as well as equal opportunities within lessons to ensure that these are integral to all aspects of school life.
- 3.17 To attend meetings on a regular 'cycle' as agreed within the school calendar and to attend parents' evenings and other occasions as the Headteacher may reasonably require from time to time.
- 3.18 To work in collaboration with the transition coordinator, by planning and supporting with transition strategies.
- 3.19 To work in collaboration with the numeracy co-ordinator, working towards improving student numeracy skills, mental maths and times tables.
- 3.20 Plan for and attend termly KS3 quality assurance (QA) meetings.
- 3.21 Attend and contribute to KS3 RAG group meetings.
- 3.22 Attend and contribute to KS3 academic board meetings.

4. Leading and managing staff:

- 4.1 To lead by example and establish clear expectations and constructive working relationships through teamwork/mutual support and collaboration of colleagues; delegating responsibilities as appropriate and holding them accountable.

- 4.2 To help develop a curriculum area/subject leadership team that demonstrates effective distributed leadership.
- 4.3 To sustain your own motivation as a leader/manager and, where possible, that of other staff involved in the curriculum area.
- 4.4 To assist with the behaviour management of students and ensure that clear department procedures operate in line with whole school policy in terms of rewards and sanctions.
- 4.5 To ensure that department staff clearly practice a 'duty of care' towards students and contribute actively towards students' welfare and their personal and social development through the "Safeguarding Policy" and "Keeping Children Safe in Education".

5. Continuing professional development and learning:

- 5.1 To demonstrate commitment to your own continuing professional development and that of all the staff within the whole school framework, including keeping abreast of national developments on the subject and student learning.
- 5.2 Contribute to the professional development needs of teachers in Mathematics; equipping staff with the knowledge and tools to effectively reduce barriers to learning, behaviour and intervention.
- 5.3 Lead subject CPDL sessions where necessary.
- 5.4 Contribute to whole school WOW (watching others work) sessions to ensure all staff are informed about key information and educational research in your specific area of responsibility.

6. Other:

- 6.1 Demonstrate honesty and integrity and uphold public trust and confidence in the school.
- 6.2 The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young people, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead.
- 6.3 The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- 6.4 The school will endeavour to raise awareness and support wellbeing and mental health strategies. If the postholder becomes aware of any actual or potential risks to the wellbeing or safety of a colleague in the school, s/he must report any concerns to the Headteacher, Deputy Headteacher(s) or Mental Health Lead.
- 6.5 To undertake any other duty, not mentioned above, as specified by the Headteacher during line management meetings. Whilst every effort has been made to explain the main duties and responsibilities of the Second in Maths, each individual task may not have been identified and may be subject to change.
- 6.6 Carry out duties as directed by the Headteacher.