



## **SECOND IN DEPARTMENT - MATHEMATICS**

### **JOB DESCRIPTION**

#### **THE ROLE**

Reporting to the Head of Mathematics, the main purpose of the Second in Mathematics is to assist the Head of Department in the organisation and running of the department

#### **OBJECTIVES**

- To lead the department in the provision and development of KS5 teaching and learning, including preparing students for Oxbridge entrance and STEP papers.
- To assist the achievement of pupils within the department.
- To help to ensure that there is a consistent interpretation of the assessment policy by each member of the department.
- To help to monitor effectiveness and use of departmental policies and procedures.

#### **JOB SPECIFICATION**

The main duties and responsibilities of the post holder include but are not limited to;

#### **Assisting the Head of Department in ensuring outstanding teaching and learning in the Department**

- To liaise with Head of Department to ensure a departmental development plan is discussed, implemented and reviewed on a regular basis
- To share responsibility with Head of Department re: the induction of newly qualified, new teachers and students within the department
- To liaise with Head of Department to ensure that the department has agreed procedures for the submission of staff development requests
- To share responsibility for the departments Professional Development with the Head of Department, including assisting in observations and Professional Development discussions
- To help to ensure all members of the department play an active role as part of the departmental team and feel that their contributions are valued and have the experience of additional responsibilities, attending appropriate INSET to keep abreast of developments in mathematical education and well informed with regard to current issues in education. To take a leading role in leading CPD within the department in relation to KS5 developments in mathematical education
- To encourage co-operation and mutual support between members of the department and keep well informed with regard to current issues in education
- Assisting the Head of Department in assuring the quality of Teaching and Learning

- To assist in regular observations and professional reviews of members of the Department
- To act as a role model in respect of outstanding teaching
- To assist the Head of Department in disseminating best practice within the Department

#### **Assisting the Head of Department in Co-ordinating all aspects of preparation for examinations both internal and external**

- To share in the responsibility for marking and processing STEP papers, Entrance and Scholarship Examinations
- To co-ordinate writing and reproduction of papers for Internal Examinations, especially across KS5
- To co-ordinate programmes of revision
- To maintain and organise storage and use of past papers

#### **Assisting the Head of Department in assuring the quality of Schemes of Work**

- To assist with the maintenance and organisation of the system for the issuing of schemes of work, especially across KS5
- To assist with the maintenance and organisation of the departmental record keeping

#### **Assisting the Head of Department in the management of departmental staff and resources**

- To liaise with Head of Department re. Maintenance and organisation of resources; in particular those relating to KS5 provision.
- To produce an up-date list of resources available
- To organise stock take and order as necessary
- To organise the issue and storage of text-books and advise of recharge or order as necessary
- Through regular meetings with the Head of Department, help to ensure that the department works effectively as a team
- To help to ensure the department deals promptly and effectively with administrative tasks

#### **School Life**

- Participate fully in all areas of school life by attending assemblies, acting as a form tutor, acting as a house tutor, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to extra-curricular activities
- Take part in whole school reviews of policy and in the formulation of guidelines as required
- Play a leading role in the development of the EPQ at RMS, including supervising students
- Contribute to the development of academic strategy
- Take a leading role in the co-curricular life of the school
- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.

#### **PERSON PROFILE**

The holder of this post will be flexible and enthusiastic and enjoy working within a team with all members of the school community as well as demonstrating an affinity and understanding of the ethos of the school. The post holder will have a proven track record of teaching KS5, including the delivery of Further Maths and leading on Oxbridge and STEP paper preparation. An open

mind, being receptive to new ideas and challenges and a willingness to contribute to all areas of school life will be essential alongside a commitment to self-improvement.

## **PERSON SPECIFICATION**

### Qualifications and attainments:

- Degree (or equivalent)
- QTS (prior to commencement of employment)

### Experience and knowledge:

- Ability to teach across age and ability range, year 7 to A2 Further Mathematics
- Proven experience of teaching Further Mathematics
- Demonstrable experience of preparing students for Oxbridge entry, including STEP papers
- Ability to explain concepts and applications to pupils
- Understanding of Self-Evaluation
- Evidence of sound skills in ICT and an awareness of how to maximise its use to aid learning
- To be able to use, administer and support colleagues with interactive platforms across Key Stages

### Desirable skills:

- Ability to effect change
- Experience and confidence in the use of Google Classroom
- Evidence of relevant experience outside the classroom
- Success in use of AfL
- Sense of proportion and humour
- Innovative approaches to learning

### Personal Attributes:

- An enthusiasm for teaching and a genuine interest in learning strategies
- An interest in the development of young people and their needs
- The ability to form good relationships with colleagues and students
- Ability to see change as an opportunity
- Drive and energy
- A commitment to high standards in personal work
- The ability to work under pressure
- Good organisation
- Able to provide a positive role model for students
- Willingness to be involved in extracurricular activities
- Clear educational vision

## **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

## **Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.