

Post title	SECOND IN MATHS
Reporting to	Head of Maths
Working Time	195 days per year, full time
Salary/Grade	TLR 2b

PURPOSE OF THE POST

- To support the Head of Maths to raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To contribute to raising standards of student attainment and narrowing the gaps between different groups of students.
- To develop and enhance the teaching practice of others, including supporting staff through coaching, identifying CPD needs and provision.
- To support the Head of Maths in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal of the school.
- To support the Head of Maths in leading, managing and developing the subject/curriculum area.
- To support the Head of Maths in managing and deploying teaching/support staff, in particular TLR holders, and financial and physical resources within the department to support the designated curriculum portfolio.

Responsible for	Teaching staff; the provision of a full learning experience and support for students.
Liaising with	Senior Leadership Team, Heads of Department, Maths teachers and relevant staff with cross-school responsibilities, relevant non-teaching support staff, local authority staff, parents.

MAIN (CORE) DUTIES

Operational/ strategic planning	<ul style="list-style-type: none"> • To support the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • To actively monitor and follow up student progress. • To implement Academy policies and procedures e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy etc. • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy. • To support the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP and the aims and objectives of the Academy.
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Curriculum development	<ul style="list-style-type: none"> • To support the Head of Maths in curriculum development for the whole department, including production of high quality resources. • To keep up to date with national developments in the subject areas and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
Management information	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up to date information concerning the department on the management information system. • To make use of analysis and evaluate performance data provided and share with relief as required. • To track students progress and use information to inform teaching and learning. • To identify and take appropriate action on issues arising from data, systems and reports as directed by the Head of Maths; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the department. • To produce reports on examination performance, including the use of value added data. • To lead and oversee the Department's collection of data, as delegated by the Head of Department. • To support the Head of Maths in providing the Governing Body with relevant information relating to the Departmental performance and development.
Communications	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies. • To represent the Department's views and interests as required.
Liaison	<ul style="list-style-type: none"> • To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools. • To contribute to the development of effective links with external agencies.
Management of resources	<ul style="list-style-type: none"> • To contribute to the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students. • To ensure the effective/efficient deployment of classroom support. • To comply with the financial, health & safety, and HR processes and procedures of the Academy.
Pastoral responsibilities	<ul style="list-style-type: none"> • To be a form tutor to an assigned group of students. • To support the overall progress and development of students within the department. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To promote the general progress and well-being of individual students and of the form tutor group as a whole. • To liaise with the relevant Progress Leader to ensure the implementation of the Academy's pastoral and progress tracking system. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in Academy life.

	<ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up to date student records as may be required. • To contribute to PSHCE, citizenship and enterprise according to school policy. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other specific duties	<ul style="list-style-type: none"> • To take part in the Academy's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in relevant areas including subject knowledge and teaching methods. • To engage actively in the Appraisal process.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy 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.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Date completed	January 2016
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