

Job Description

JOB TITLE: 2nd in Maths Department

REPORTING TO: Head of Maths Department

Key responsibilities:

1. Management:

- to have shared values and expectations with the team about learning, relationships and conduct
- to apply administrative and organisational procedures consistently, with deadlines established and achieved
- to consult in administrative and professional matters, and communicate clearly and effectively
- to participate in the process of performance management
- to contribute to school evaluation and improvement processes
- to actively seek the views of staff and students

2. Curriculum:

- to lead the development of coherent and relevant programmes for learning to meet the needs of all groups of pupils
- to contribute to relevant cross-curricular themes, including, as appropriate, to SMSC, literacy, numeracy and ICT
- to provide a wide range of enrichment activities

3. Teaching and Learning:

- to lead the monitoring and evaluation of the quality of teaching and learning within Maths.
- to model whole school teaching and learning practices in your own teaching to ensure that all students experience an imaginative and vibrant learning environment that enables them to make rapid and sustained progress
- to provide support and advice on classroom management when needed to ensure that all students are appropriately challenged and provided for, enabling them to make progress in line with students of similar starting points to lead and monitor strategies to improve the performance of underachieving student
to deploy and monitor the effectiveness of support staff within lessons and where withdrawal groups are deemed necessary
- to ensure that all students are provided with detailed feedback, both orally and through marking, so that they understand how to improve their work
- to ensure that all students are set relevant and appropriate homework in accordance with school policy

- to ensure that all students experience a range of learning situations both in and outside of the classroom to encourage co-operation, responsibility, initiative and self-reliance
- to ensure that student achievement and success is recognised, reported on and celebrated

4. Assessment, monitoring and reporting:

- to ensure that AfL strategies are embedded in teacher practice
- to ensure that students are set appropriate and challenging targets
- to ensure that an assessment programme is in place to produce reliable data on students' progress and to inform future planning and effective lesson content
- to maintain an assessment folder of students' work used to arrive at progress levels/grades
- to report on students' progress to SLT and governors when requested.

5. Management of resources:

- to ensure that all resources are used responsibly and stored appropriately
- to monitor the use of resources, ensuring high quality design and presentation
- to manage any allocated budget
- to advise on key purchases as appropriate

6. Developing self and others:

- through regular observation devise appropriate CPD as appropriate
- to initiate mentoring and coaching of others as appropriate
- to take responsibility for own professional development

7. Other duties:

- undertake the role of a Form Tutor
- undertake the role of a Duty Supervision Team member
- any additional duties which may reasonably be required by the Head of School from time to time (current School Teachers' Pay and Conditions Document)
- to cover the responsibilities and duties of the Curriculum Team Leader in their absence.

Signed _____

Date _____