

# Job Description

<b>Job Title:</b>	Second in Maths
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li><li>• To monitor and support the overall progress and development of students as a teacher/ Form Tutor</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>• To contribute to raising standards of student attainment.</li><li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li></ul>
<b>Accountable to:</b>	Head of Mathematics
<b>Salary:</b>	MPR/UPR
<b>Accountable for:</b>	Ensuring the highest quality of teaching and learning in Mathematics; promoting and accounting for the highest standards. All Departmental staff, as indicated in the Key Tasks specified below.
<b>Liaising with:</b>	Head of Mathematics, relevant staff with cross-school responsibilities, relevant support staff, Trust staff and parents.

# Job Description

<b>Management Information:</b>	<ul style="list-style-type: none"><li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li><li>• To complete the relevant documentation to assist in the tracking of students.</li><li>• To track student progress and use information to inform teaching and learning.</li></ul>
<b>Communications:</b>	<ul style="list-style-type: none"><li>• To communicate effectively with the parents of students as appropriate.</li><li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li><li>• To follow agreed policies for communications in the school.</li></ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"><li>• To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li><li>• To contribute to the development of effective subject links with external agencies.</li></ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"><li>• To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li><li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li></ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"><li>• To be a Form Tutor to an assigned group of students.</li><li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li><li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li><li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li><li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li><li>• To contribute to the preparation of Action Plans and progress files and other reports.</li><li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li><li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li><li>• To contribute to PSHCE and citizenship and enterprise according to school policy</li><li>• To apply the Behaviour management systems so that effective learning can take place.</li></ul>

# Job Description

<b>Teaching:</b>	<ul style="list-style-type: none"><li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li><li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li><li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li><li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li><li>• To undertake a designated programme of teaching.</li><li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li><li>• To prepare and update subject materials.</li><li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li><li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li><li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li><li>• To mark, grade and give written/verbal and diagnostic feedback as required. Encouraging the highest standards of work and behaviour in KS3 Mathematics and promoting high quality teaching and learning through the school's audit methods and staff training opportunities.</li></ul>
<b>Leadership</b>	<ul style="list-style-type: none"><li>• The preparation and execution of a specification and schemes of work suited to the ability and age range of pupils and the timely communication of this to KS3 teachers.</li><li>• To work with the Subject Leader to support and encourage members of the department in developing their classroom practice.</li><li>• Keeping abreast with curriculum developments and DfE/Ofsted recommendations for KS3 Mathematics; attending external courses or training as necessary in order to do so.</li><li>• Discussing further needs and improvements to KS3 Mathematics with SLT, Subject Leader and Subject managers and coordinating the provision of resources specific to KS3.</li><li>• Attending to the general orderliness and appearance of the subject rooms and display areas.</li><li>• Overseeing data collection, setting, target setting and baseline testing throughout the Key stage and liaising with the SIMS manager to ensure mark sheets are correctly populated.</li><li>• Taking a lead role in the organisation of the 'school on view' evening and coordinating with staff regarding the Yr6 induction.</li><li>• Overseeing the setting of internal examinations and decisions on the marking schemes at KS3.</li><li>• The monitoring, support and deployment, in conjunction with the Subject Leader of all KS3 Mathematics teachers within the department.</li><li>• Ensuring the implementation of the school's homework policy at KS3.</li></ul>

# Job Description

<b>Leadership</b>	<ul style="list-style-type: none"><li>• Ensuring smooth running at reporting cycles, to include reading "pupil reports" written by colleagues (ensuring beforehand that correct data is being entered) to ensure that they reflect departmental work appropriately.</li><li>• Working in collaboration with the Subject leader in organising and encouraging INSET, CPD work and effective use of other dept meeting time.</li><li>• Representing the department at any necessary meetings.</li><li>• Formally checking the exercise books, files etc. of a representative cross section of pupils taught by all departmental colleagues to ensure that they are satisfied with the quality of work being done, particularly marking and feedback. A summary being prepared for dept meetings and the annual academic audit for the Subject Leader and SLT.</li><li>• To contribute to the dept observation schedule and learning walks to observe sufficient lessons of departmental colleagues to be able to give a firsthand opinion of the teaching being done with the strengths and areas for development of every teacher under their 'line management'.</li><li>• To carry out their required 'performance management role'.</li><li>• To encourage KS3 Mathematics teaching and learning as a fundamental building block and inspiration for KS4 Mathematics.</li><li>• To deputise for the Subject Leader in their absence. To support the Subject Leader in all tasks associated with the running of the department.</li></ul>
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<b>Other Specific Duties:</b>	<ul style="list-style-type: none"><li>• To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.</li><li>• To support the school in meeting its legal requirements for worship.</li><li>• To promote actively the school's corporate policies.</li><li>• To continue personal development as agreed.</li><li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li><li>• To undertake any other duty as specified by STPCB not mentioned in the above</li></ul>
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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 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.