



Job Description: Second in Department **Post:** Second in Maths **TLR 2a**

Responsible to: Head of Maths

Core Purpose:

- To work with the Head of Maths to provide strategic leadership to the department
- To assist the Head of Maths to deliver outstanding student progress
- To promote a forward thinking and creative approach to teaching and learning within Maths to include extra-curricular activities
- To work strategically with your line manager, keeping them informed of progress and any areas of concern

Key Accountabilities:

To collaborate with the Head of Maths and work closely with the staff in the department to:

Leadership

- communicate the vision for the department in such a way as to support and promote the school's values and vision
- deliver high quality outcomes for all students, particularly at KS4
- fulfil the school's leadership standards as set out in the appraisal document
- appraise and manage staff performance, ensuring CPD is appropriate and effective
- evaluate the quality of provision at KS4 and outcomes through robust self-assessment and use the findings to develop capacity for sustainable improvement
- contribute to the whole school improvement plans and effectively participate in strategic planning in Maths for KS4
- deputise in the absence of the Head of Department
- carry out the duties of a school leader, as set out in the Teachers Pay and Conditions document

Student Outcomes

- assess, monitor, record and report on the learning needs, progress and achievement of students within the department; ensure progress is rapid and sustained
- design assessment points and effective homework activities in order to monitor on going progress and extend learning beyond the classroom
- use data effectively to track progress and co-ordinate intervention; record & evaluate the impact of interventions
- ensure the staff communicate effectively with parents
- assess students' approach to learning within the department and support where necessary to maintain high standards of engagement
- ensure there are high expectations for all students; school and department policies designed to improve standards of achievement are implemented; staff have an awareness of their responsibility for the Health, Safety and Welfare of students

Curriculum

- appraise our curriculum in KS4, deliver and assess agreed programmes of study and courses
- manage and keep up to date suitable schemes of work with department leadership
- ensure that cross curricular themes of literacy and numeracy are embedded in departmental practice
- facilitate outreach into primary schools including coordinating teaching in them, network with other comparable schools and interact with advisors and inspectors as required

- ensure that the department's equipment and resources are maintained in good order and that the rooms allocated for the department's use are cared for and offer an attractive environment for students
- provide high quality enrichment and extension experiences for students - this could include participation in challenges or competitions, trips, visits performance opportunities, visiting speakers etc.
- to fulfil the role of a classroom teacher as set out in the Enlighten Learning Trust teacher job description.
- to carry out any reasonable task as directed by your line manager.