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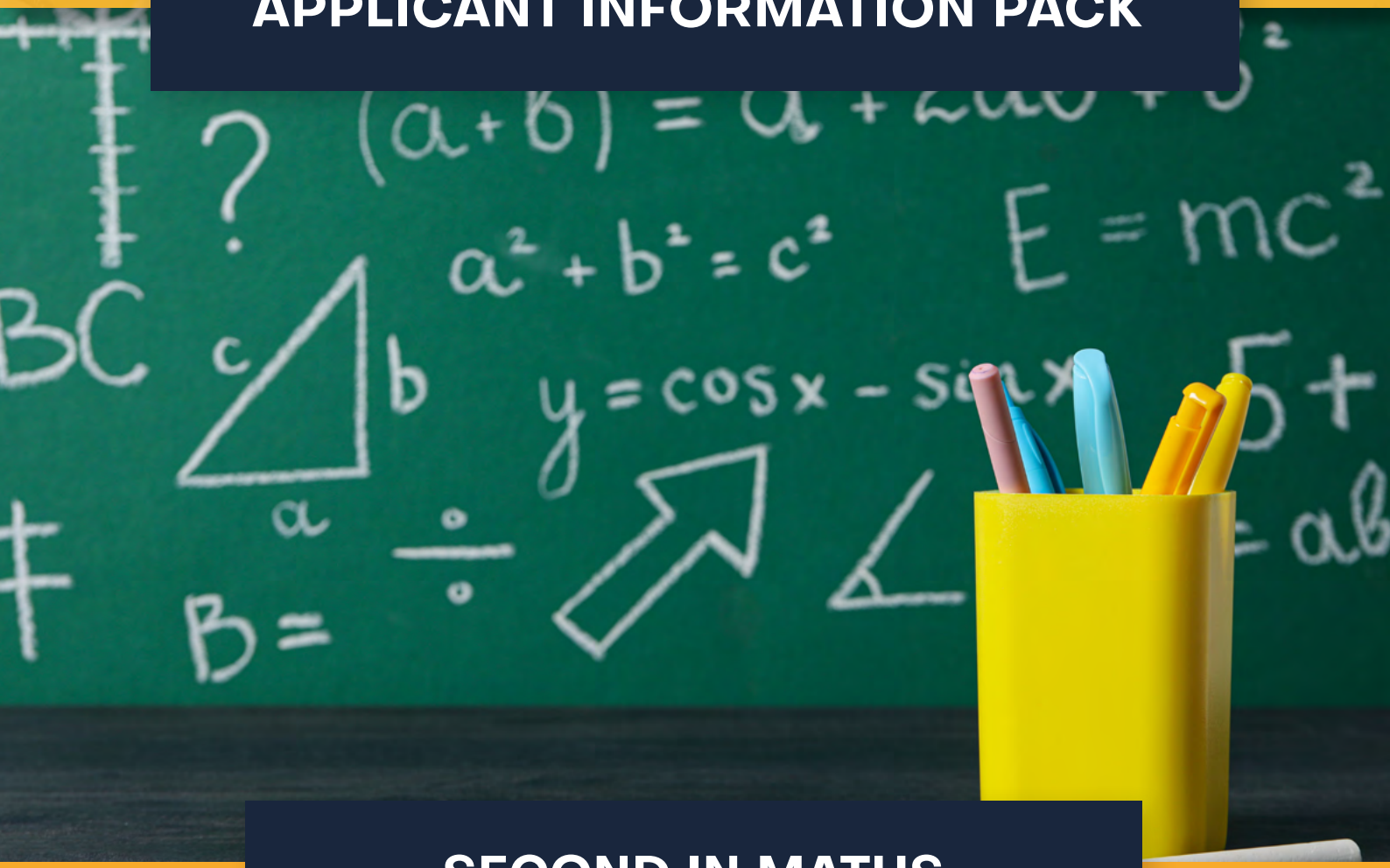
BISHOP HOGARTH

Catholic Education Trust

We are HIRING!

APPLICANT INFORMATION PACK



SECOND IN MATHS

Christ at the Centre, Children at the Heart

Proud to be a part of the

DIOCESE OF Hexham & Newcastle

JOB DESCRIPTION

Post Title: Second in Department (Maths)

Reporting to: Head of Maths and Senior Leadership

Job Purpose: To support the Head of Maths in leading the department, ensuring high quality teaching, effective curriculum delivery and strong student progress across all Key Stages.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

1. Assisting the Head of Department with the application of appropriate strategies as agreed with the Heads of Key Stage.
2. Assist the Head of Department in ensuring all teaching staff in the department comply with the assessment and reporting procedures as described in the school policies.
3. In liaison with the appropriate Heads of Key Stage and the Head of Department, ensure there is provision for students to make optimum progress through appropriate monitoring and assessment for learning.
4. To lead the design of the Maths curriculum within agreed responsibility area, consulting with department colleagues and co-ordinating their contributions.
5. To co-ordinate the evaluation and review of the curriculum on an annual basis.
6. To lead the development and standardisation of relevant assessment processes, relating to both coursework and terminal examination elements. These will be seen as informing learning and teaching as well as satisfying examination board requirements in an efficient, effective manner.
7. To assist the Head of Department in monitoring effectiveness of delivery of the curriculum.
8. To assist the Head of Department in developing effective learning relationships within all Key Stages.
9. Collation of internal assessments at all key stages.
10. To assist the Head of Department in monitoring the work of the department and completion of performance management.
11. Contribute appropriately to the production of all departmental documentation in line with school policies.
12. Assist with support for inexperienced and non-specialist staff, e.g. NQTs.
13. Contribute towards the production of Department SEF and linked improvement Plans, including allocation of resources, rooms etc.
14. Prepare for and contribute to departmental meetings.
15. For agreed area of responsibility, assist with establishing suitable, relevant courses which are reviewed in line with National and School policy.
16. Manage and maintain Programmes of Study and Schemes of Work for courses run within the responsibility area.
17. For the responsibility area, manage and monitor effective Assessment, Monitoring and Recording systems in line with School Policy, ensuring that all staff apply them consistently.
18. For the responsibility area, managing the production of all reporting data written in line with School Policy.

JOB DESCRIPTION

19. Assist Head of Department in ensuring effective use of Base-Line Test Data for individual target setting.
20. Responsible for the analysis of data between key stages.
21. Support curriculum development within the whole school with particular focus on specific subject.
22. Keep up to date with national developments in curriculum areas that ensure optimum performance of students.
23. Assist Head of Department with regular Department meetings.
24. Ensuring systematic monitoring of the quality of teaching within the responsibility area, encouraging sharing of good practice.
25. Assist Head of Department in ensuring that all appropriate Health and Safety issues are properly catered for and conduct regular reviews.
26. Ensuring effective and regular communication with line manager, teachers, students, parents and the wider community.
27. For the responsibility area informing the Head of Department and Pastoral Team of any relevant student issues in line with the school policy.
28. For the responsibility area ensuring regular contact with the Learning Support staff, referring issues to them and information/advice from them.
29. For the responsibility area, closely monitor all planning for teaching, learning and for assessment for individual students.
30. For the responsibility area, be familiar with all students through careful study of IEPs, IBPs, PSPs, statements, files and records disseminating relevant information to all staff in the department.
31. For the responsibility area, inform students, parents/carers and the leadership team of successes, progress and other issues.
32. For the responsibility area, ensure all reporting and communications are in line with the whole school policies.
33. For the responsibility area, in liaison with the Head of Department, Pastoral Team and pastoral support team use relevant, precise data to set and review targets.
34. In liaison with the Head of Department promote the school's aims and objectives.
35. Assist the Head of Department to ensure effective communication with parents, outside agencies, Governors and other stakeholders.
36. Contribute to the promotion of the School through Open Days/Evenings.
37. Ensure subject teachers have sufficient materials to deliver, monitor, evaluate and review the work of their students.

38. Promote and communicate all the school policies, making the Head of Department aware of new initiatives.
39. Contribute to PDE, Citizenship, Enterprise, Work Related Learning according to School policy
40. To be a role model to pupils through personal presentation and professional conduct.
41. To be familiar with the School and Department handbooks and support all the school's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
42. To establish effective working relationships with professional colleagues and associate staff.
43. To be involved in extra-curricular activities such as contributing to after-school clubs and visits.
44. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
45. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and pastoral team.
46. To be aware of the role of the Governing Body of the School and to support it in performing its duties.
47. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
48. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who have SEN, are gifted and talented or are not yet fluent in English.
49. Play a full part in the life of the school community, to support its distinctive mission to attempt to know every student and to provide the necessary support so that they make the most of their talents.
50. Carry out before school, break time and after school duties.
51. Contribute towards the enrichment programme and assist the Head of Department in encouraging staff in the department likewise.
52. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
53. To carry out your duties with full regard to the Trust Equality Policy.
54. To maintain the Catholic ethos that is inclusive and apply Catholic values and attitudes in all aspects across the school and Trust.
55. Any other duties of a similar nature related to the post which may be required from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS AND EDUCATION	E1	Qualified Teacher Status	AF/C
	E2	Maths degree or equivalent	AF/C
	E3	Evidence of regular participation in recent and relevant CPD	AF/C/I
EXPERIENCE AND KNOWLEDGE	E4	Successful teaching experience at KS3 or KS4	AF/L/R/I
	E5	Successful experience in a pastoral role	AF/L/R/I
	E6	Ability to co-ordinate and lead colleagues	AF/L/R/I
	E7	Experience of data tracking, monitoring and intervention to personalise the learning experience for pupils	AF/L/R/I
PROFESSIONAL EXPERIENCE AND KNOWLEDGE OF TEACHING	E8	Effective teaching and learning strategies	L/I
	E9	Current assessment and target-setting practices	AF/I
	E10	Strategies to raise achievement	AF/I/P
	E11	Positive behaviour strategies	AF/L/R/I
	E12	Current curriculum and examination requirements	AF/L/R/I
PROFESSIONAL SKILLS	E13	Strong classroom management	R/L
	E14	Excellent communication, planning and organisational skills	R/L/I
	E15	Effective data analysis	R/I/P
PERSONAL	E16	Personal presence, enthusiasm and self-confidence	R/L/I
	E17	Love of subject	R/L/I
	E18	Commitment to improvement	R/L/I
	E19	Sympathetic to the ethos of a Catholic school	AF/R

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
EXPERIENCE AND KNOWLEDGE	D1	Successful teaching experience at A Level	AF/L/R/I
	D2	Raising profile of numeracy across whole school curriculum	AF/L/R/I
PROFESSIONAL SKILLS	D3	Effective leading teams	R/I/P
PERSONAL	D4	Practising Catholic	A/F/R

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check

BISHOP HOGARTH

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Catholic Education Trust

Thank you for your interest in our vacancy

www.bhcet.org.uk

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