

JOB DESCRIPTION

Job title: Second in Maths

Team: Maths

Reporting to: Head of Maths

Contract: Permanent

TLR: TLR 2.1

Main purpose of the role

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and those required to meet the Teachers' Standards.

Working alongside the Head of Maths, lead the teaching staff in the teaching and learning of students in order to support them in achieving their potential in Maths.

This job description is illustrative and may be amended in discussion between the post holder and their line manager.

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

SPECIFIC RESPONSIBILITIES:

Supporting the Leadership of the Curriculum

Supporting the Head of Maths to:

- Ensure that fully resourced curriculum materials are in place in Maths,
- Lead whole-team evaluations of the curriculum areas for which there is responsibility, making plans for improvement where required
- Keep abreast of KS2 curriculum developments nationally, ensuring the Maths Department have a knowledge that informs effective progression

Supporting the Leadership of Teaching and Learning

Supporting the Head of Maths to:

- Ensure that effective and proportionate assessment systems are in place to measure student performance and to enable students (and their parents) to see what they need to do next to improve
- Ensure that formative assessment strategies are used effectively to enhance learning
- Ensure that the implementation of the Pedagogy Strategy is monitored throughout the department

Ensuring High Quality Student Outcomes:

Supporting the Head of Maths to:

- Monitor student achievement through analysis of attainment and Attitude to Learning data, creating thorough analyses where new data is received
- Monitor closely the performance of vulnerable students and ensure that all teachers act upon findings

Working with Others:

- Work closely with the Head of Maths, meeting regularly to ensure strategic and operations goals are reached
- Work with representatives from Watlington Primary School and other primary schools in our Multi Academy Trust to ensure effective impactful transition from primary school to ICC

Other Responsibilities:

- In the absence of the Head of Maths, to assume overall responsibility for the Maths Department
- Contribute to the planning and effective running of Maths department meetings
- Oversee extra-curricular opportunities in Maths
- Lead on any primary school transition activities
- Lead on the effective use of student voice across the department
- Act as Performance Development Reviewer for some members of the Maths team
- Take lead responsibility for social media in Maths
- Attend Middle Leader Meetings once per half term
- Carry out any other reasonable request by the Headteacher