



Mossbourne
Federation

Second in Charge of Mathematics

Job Description

Date last reviewed on:	14/01/2026
Date to be revised on:	



POSITION	Second in Charge of Mathematics
SALARY	Teachers Main Payscale + Mossbourne Allowance £1600 + TLR / UPS + TLR
START DATE	April or September 2026 [You will be required to attend INSET Days]
HOURS	40 hours per week
FULL TIME EQUIVALENT	Full Time, 52.143 weeks per annum
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Head of Learning Area Mathematics
LOCATION	Mossbourne Victoria Park Academy
KEY WORKING RELATIONSHIPS	SLT, ELT, Parents and Students

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA), we continue to build on the Federation's ethos of exceptional education for all our students. With children at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students' progress at GCSE puts us in the top 10 schools nationally, and we believe there is more to do. Our staff deliver excellent lessons, and our students enjoy a vibrant enrichment programme and have access to debate, speech-making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our students.

If you want to be part of the team that is improving the life chances of our students, then read on.



The Mathematics Learning Area

The Mathematics Learning Area employs eight Maths teachers. Responsibility for the Learning area is shared between the Head of Learning Area (HOLA) the Second in Charge and a Lead Teacher. The Learning area is well-resourced with five classrooms, all equipped with interactive whiteboards and visualisers. Maths results are consistently well above national averages.

Job Summary

The successful applicant will be passionate about Mathematics education and have the drive and ambition to lead and manage a department. They will be well organised and willing to go the 'extra mile'. They will be instrumental in ensuring that outstanding teaching and learning is maintained in the department. They will share in the vision that Mathematics education is for all and will be instrumental in not only maintaining high standards but have the desire to play a significant role in developing the Maths Learning Area further

Key Responsibilities & Accountabilities

To work with the Head of Learning Area to ensure the effective provision of Mathematics teaching and learning throughout all years and to take on an active role in leading within the department.

Responsibilities include, but are not limited to:

- To deputise for the Head of Learning area when necessary.
- Promoting and being committed to the Academy's aims and objectives and implementing Academy policies
- To work with the Head of Learning Area (HOLA) and other staff members to ensure the effective provision of teaching and learning in Maths
- To liaise with the HOLA and other post holders regarding strategic planning, problem solving and other matters relating to the improvement of the department
- To be responsible for the ordering of stationery and textbooks and to manage the Maths stock cupboard
- If required, to be responsible for overseeing Key Stage 3 or Key Stage 4, including responsibility for curriculum development and resourcing
- To contribute to the development of Schemes of Learning
- To delegate to others in the department as necessary and to support the HOLA in co-ordinating and managing the team
- To act as a mentor for ECTs, trainee teachers and other members of the department as necessary
- To be a line manager for members of the department
- To plan and deliver high-quality, differentiated lessons on a day-to-day basis
- To set homework in accordance with Learning Area policy and to mark work regularly to aid progression, keeping clear records of attainment and following up on non-submission
- To keep abreast of developments in Maths and literacy teaching and pedagogy, ensuring that these changes are implemented in lesson delivery and schemes of learning
- To organise and run enrichment opportunities and to support interventions for students within Maths
- To model excellent teaching and learning in all lessons and to be available for observation by less experienced members of the department and members of the wider academy as part of their CPD
- To undertake duties as directed and in accordance with Academy expectations
- To supervise Prep
- To be a member of the pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Person Specification				
E Essential or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Ability to teach Maths to KS4	X	X	X
E	Knowledge and understanding of how students learn Maths	X	X	X
E	Ability to monitor and report student attainment across all Key Stages			X
E	Training, monitoring and mentoring NQTs and Schools Direct trainee teachers			X
E	Ability to observe colleagues on a regular basis and provide quality feedback, setting targets for improvement and follow up where appropriate	X		X
E	Ability to plan, develop and deliver training and INSET within the department	X		X
E	Capable of up skilling teachers on the use of data and how to use it effectively across the learning area	X		
E	Ability to develop and maintain positive relationships with teachers, support staff and parents			X
E	Ability to coordinate, oversee and contribute to the development of schemes of work liaising with the Key Stage Coordinators	X		X
E	Capable of supporting Maths Teachers in their drive to be outstanding	X	X	X
E	Effective classroom management and efficient organisation of resources	X	X	X
IT knowledge				
E	Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel is an essential requirement of the role	X		
D	Ability to swiftly adapt to and utilise new/various systems / software	X		
D	Effective & appropriate use of ICT in lessons & across Learning Area	X	X	
Behavioural Competencies				
E	Excellent analytical and communication skills		X	X
D	Strategic approach, ability to see the ‘big picture’			X
E	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard			X
E	The upmost integrity and high levels of motivation &commitment.			X
E	Proactive approach & efficient time management & prioritisation skills			X
E	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	X		X



Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

The document is not a comprehensive list; it simply outlines the expectations of this role.

This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.