



Brownhills Ormiston Academy

Job title:	2nd in Department - Mathematics
Location:	Brownhills Ormiston Academy, Brownhills
Salary:	Learning Responsibility Payment TLR 2b
Status:	Permanent
Contract:	Academy
Hours:	Directed time will not exceed 1265 hours
Responsible to:	Head of Department
Disclosure level:	Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.
Safeguarding:	Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding

Purpose of the job:

To support the Head of Department in:

- Accountability for standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- Accountability for leading, managing and developing aspects of the subject/curriculum area
- Raising standards and developing teaching and learning in Mathematics in line with Academy priorities by consistently delivering high-quality lessons and supporting colleagues to secure excellent student outcomes.
- Developing, implementing, monitoring and evaluating:
 - Quality First Teaching and Learning in Mathematics
 - Subject Specific Professional Development

Operational/Strategic Planning:**2nd in Department**

- To support the development of appropriate exam specifications, resources, schemes of work, assessment policies, assessment and teaching and learning strategies in the department.
- Supporting day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To support the Head of Department in the improvement planning function of the department and help formulate the Department Development Plan.
- To work with the rest of the department team to ensure that the work in the curriculum area fully reflects the academy's distinctive ethos and vision.
- Meet with the Head of Department on a regular basis to discuss and co-ordinate the work of the department.
- Be responsible and accountable to the Head of Department for the leadership and management of cross curricular Numeracy, the development and implementation of agreed curriculum maps, schemes of learning, monitoring and evaluating the quality of teaching and learning and setting targets for improvement etc.
- Lead items at department meetings as required.
- To help monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- To assist in the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems, and reports.
- To help produce reports on examination performance, including the use of value-added data.

Teaching and Learning:

To provide high quality subject and personal development curriculum lessons which:

- Ensure students acquire new knowledge and skills, develop ideas and secure their understanding.
- Enable students to develop their learning habits of concentration, work productively both independently and collaboratively, and produce work which is well presented.
- Ensure students understand their progress and what they need to improve as their work is assessed and used as the negotiated basis for their individual learning plans.

Through:

- Well planned lessons in line with academy structures and language and modules in which assessment for learning is integrated into the planning process.
- Lessons which are well matched to students' needs with an appropriate level of challenge.
- Well organised and skillful use of resources, including time, information learning technology and learning assistants.
- Homework which reinforces and extends the learning done in class.
- Consistent and effective behaviour management.

Curriculum Planning, Provision

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment, and teaching strategies in the curriculum area/department
- To be accountable for the delivery of the Department intervention programmes, including outcomes for pupils.
- To contribute to the curriculum area/department's development plan and its implementation to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's Strategic Objectives
- To plan and prepare courses and lessons.
- To contribute to whole school planning activities

Appraisal and professional development:

- Promote good behaviour, attendance and punctuality in the Department and wider academy through implementing academy policies.
- To participate in the academy's arrangements for appraisal, professional development and the academy's arrangements for quality assurance and internal verification.
- To support the leadership team in ensuring effective performance management for staff.
- To monitor and challenge professional standards within the Mathematics department to ensure teaching improves continually
- To develop the strategic goals of professional development within the department
- To ensure equity in staff development
- To support and partake in induction for subject teachers, including the induction, supervision and training for teachers new to the profession.

General responsibilities, duties and activities:

As a subject and personal development curriculum teacher to identify and exploit opportunities within their teaching to promote:

- Equality of opportunity and the tackling of discrimination.
- Policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Achievement and the enjoyment of learning, safety and safeguarding, behaviour, adopting healthy lifestyles, contribution to the wider community, and the development of skills for their future economic wellbeing.
- Students' spiritual, moral, social, and cultural development.
- Community cohesion and ensure that the requirements of Academy Policy in all matters are observed in the department's own practice and procedures.

Additionally:

- To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To work with information technology and associated systems in accordance with academy/Trust policies

- To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the academy's Equal Opportunities policies.
- To maintain confidentiality and observe Data Protection and associated guidelines where appropriate.
- To understand and comply with the academy's environmental policies.
- To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To ensure all deadlines are met.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and liaison events with partner schools.

Additional Duties:

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its vision and ethos and to encourage and ensure staff and pupils to follow this example.
- To help to maintain outstanding behaviour around the academy at all times by undertaking daily duties and providing pastoral support for pupils, as appropriate.
- To undertake any other responsibilities as required and attend assemblies regularly.
- To actively promote the academy's high expectations and equal opportunities policy.
- To maintain sound procedures for security, supervision, and maintenance of the school environment, ensuring that all safeguarding/health and safety regulations are met.
- To model the highest standards of professional conduct, supporting and driving excellence in all practice within the academy; ensuring that Brownhills Ormiston Academy and the Ormiston Academies Trust are always presented positively within and beyond the academy
- To continue professional and personal development.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- To work with information technology and associated systems in accordance with academy / Trust / Local Authority policies
- To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the academy's Equal Opportunities policies.
- To maintain confidentiality and observe Data Protection and associated guidelines where appropriate.
- To understand and comply with the academy's environmental policies.
- To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

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 Academy 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.

Notes:

All staff are part of a wider academy team. Everyone, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and students and being flexible in a demanding environment. On occasions the post holder may be expected to carry out additional tasks, as requested by the Principal and Governors, which are not specifically specified in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

This job role is subject to review with the post holder from time to time.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.

Person Specification

	Essential (E) /Desirable (D)	Assessed By
Qualifications/CPD:		
Honours degree or equivalent	E	Application
Qualified Teacher Status	E	Application
Commitment to undertake professional training / development relevant to the post/seeking Career Progression	D	Application
Professional Experience & Knowledge/Skills:		
An excellent classroom practitioner, with experience of teaching English subjects to GCSE level or equivalent	E	Application & Interview
Some knowledge and understanding of curriculum management and the statutory duty to provide for all students	D	Application & Interview
Knowledge of how children learn and assessment for learning	E	Application & Interview
Effective approach to behaviour management/Behaviour for Learning	E	Application & Interview
Effectiveness in using data/strategies to raise levels of achievement and in challenging underperformance	E	Application & Interview
Effectiveness in improving outcomes through the development of Teaching and Learning	E	Application & Interview
Some knowledge/understanding of the current educational landscape, government initiatives, OFSTED requirements and implications for academy direction	D	Interview
Effectiveness in understanding (or willingness to learn) equal opportunities, all aspects of inclusion and safeguarding etc.	E	Interview
High level of written and oral communication skills	E	Application & Interview
Strong organisational, personal time management and planning skills	E	Application & Interview
Knowledge and experience of /willingness to learn about effective leadership and management of people/management of change in an educational setting. Effectiveness as a member of a team, with some understanding of delegating and negotiating when required	E	Application & Interview
Willingness to deliver INSET in the longer term	D	Application & Interview
Personal Qualities and Attributes:		
High expectations of self, students and academy	E	Application & Interview
A passion for teaching and learning, celebrating success and encouraging all to aspire, achieve and excel etc.	E	Application & Interview
Commitment to contribute to the wider life of the academy	E	Application & Interview
Ability to be a role model and motivate others, including with regard to dress, conduct, punctuality and attendance etc.	E	Application & Interview
Honesty, integrity and loyalty	E	Application & Interview

Stamina, capacity for hard work; enjoyment of challenge	E	Application & Interview
Commitment to safeguarding and promoting the welfare of children and young people	E	Application & Interview
A good sense of humour/sense of perspective	E	Application & Interview