



## Stopsley High School Job Description

**Post:** Second in Charge of Mathematics

**Subject:** Mathematics

**Salary:** MPS/UPS and TLR 2c

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at Stopsley High School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and as outlined in the DfE School Teachers' Pay and Conditions Document (Part 6)

The Second in Charge of Maths is responsible for;

### Curriculum and Teaching & Learning

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- Lead on the provision of collaborative department wide planning on high quality and carefully sequenced schemes of work for Key Stage 3. This includes further upskilling and supporting members of the department in completing effective and high quality planning which includes;
  - challenging provision for Most Able
  - appropriate provision for SEND
  - learning beyond the classroom through effective homework opportunities
  - high levels of literacy, appropriate to the Key Stage
  - thoughtful and wide ranging promotion of SMSC opportunities.
- To keep up to date with national developments in mathematics pedagogy and practice and to promote and implement them appropriately through CPD sessions.
- Carry out learning walks, student voice and work scrutinies at Key Stage 3 to measure consistency across the department, and work alongside post holders to put in place plans to continue to improve the quality of teaching and learning and development of staff.

## **Monitoring, Assessment & Feedback**

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- To provide appropriate assessment opportunities for Key Stage 3 and to ensure accurate moderation of assessment
- To ensure student progress is accurately monitored and reported on for Key Stage 3.
- To oversee group changes for Key Stage 3 classes.
- To provide appropriate intervention for individuals and groups of students based on the accurate monitoring of their progress
- To ensure effective communication with parents, including the reporting process.

## **Behaviour & Climate for learning**

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- To be responsible for student behaviour in Key Stage 3 and ensuring the whole school policy on behaviour is followed. To involve the Pastoral Team where necessary
- To provide a positive learning environment for students to learn in the department including through high quality displays that are changed regularly according to school policy.

## **Management**

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- To ensure students in both key stages are given opportunities to challenge themselves through UKMT competitions.
- To work with the MLT Subject Specialist to plan Inter-Trust enrichment opportunities for KS3 and KS4 students.
- To ensure appropriate student consultation and student leadership opportunities within the department.
- To participate in Leadership Team meetings and SLT Link meetings
- To plan and deliver effective and developmental departmental CPD sessions that share best practice
- To ensure appropriate cover work is set in staff absence.

## **Staff Development**

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- To review the progress of the department annually through a range of departmental review processes
- Contributing to the School Improvement Plan and Self-Evaluation Form
- To promote teamwork and effective working relationships within the department.

## **Promotion of school**

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- To ensure that all department members are familiar with the school vision
- To promote, advocate and follow all school policies.

## **Pastoral Responsibilities**

- To carry out the responsibilities of a form tutor as outlined in the form tutor role description.