

<b>POST TITLE:</b>	Second in Charge (2iC) of Maths with Key Stage responsibility
<b>STATUS:</b>	Permanent
<b>SCALE:</b>	TLR 1a
<b>LINE MANAGER:</b>	Head of Maths Faculty

## **JOB DESCRIPTION**

To provide professional leadership and management of the Maths team. To support and develop the team and to hold team members accountable for student progress. To manage, lead and develop the curriculum in order to secure high-quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

In addition to the duties set out in the "School Teacher Pay and Conditions of Service" document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

## **DUTIES AND RESPONSIBILITIES**

### **Principal Accountabilities: in addition to general teaching responsibilities**

1. To agree, monitor and evaluate the students' progress targets, making a measurable contribution to whole school targets.
2. To contribute positively to both the Faculty, sixth form and whole School Improvement Plans.
3. To contribute towards and develop the faculty vision and values and role model best practice in terms of teaching and in terms of conduct.
4. To provide regular feedback for the team in a way that recognises good practice and supports their progress against appraisal objectives.
5. To assist the Head of Faculty in the on-going review of the subject area, consistent with the school's self-evaluation procedures.
6. To ensure all team members understand and are effectively implementing all aspects of school agreed policy, including the school's behaviour and inclusion policies.
7. To oversee and evaluate the Faculty budget allocation to ensure the budget is spent in line with priorities and principles of best value.
8. To engage team members in the creation, implementation and improvement of schemes of learning that encapsulate the key school learning strategies.
9. To be able to operate as the Head of Faculty in the absence of the Head of Faculty.

### **General Responsibilities**

- To ensure a coordinated approach to teaching, learning, and assessment, recording and reporting in KS4 Maths, in line with whole school policies.
- To ensure a coordinated approach to the management of attendance and punctuality to lessons and behaviour in line with faculty and whole school policies.
- To ensure that the team has a consistent approach to work with all students including those on the SEN, EAL and MAGT registers and that this is followed up in departmental practices and documentation.
- To renew and develop schemes of learning at KS4, which provide for differentiation and emphasise the use of skills and knowledge in preparation for public examinations.
- To maintain the commitment for students to pursue Maths post-16.
- To encourage students to participate in visits and other events as extra-curricular activities at KS4.

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- To help monitor and evaluate the delivery of the KS4 Maths curriculum through line management of staff and oversight of students' work and lesson observations.
- To make a major contribution to the School Improvement Plan through whole school and faculty planning and evaluation.
- To work effectively with other KS4 coordinators within the Borough.

## **Teaching, Learning and Assessment**

- To oversee all work within the subject area and ensure that learning experiences offered are appropriate and relevant to their learning needs to ensure good progression for all students.
- To have an overview of the faculty curriculum and provision and contribute to its development and direction
- To continually review and develop the range of learning experiences offered to students.
- To plan, in conjunction with the HoF, appropriate intervention plans and groups for both individual students and underachieving groups.
- To keep informed of curriculum developments relevant to the subject.
- To ensure that detailed schemes of learning are prepared in line with national and exam board requirements and school policy.
- To ensure that students' work is regularly assessed (including exam entries for maths), progress monitored, underachievers promptly identified.
- To ensure that accurate records of progress are kept and updated frequently by all teachers in the team.
- To regularly moderate assessment procedures to ensure accuracy and consistency of all teachers in the team.
- To ensure any behaviour concerns are dealt with in line with faculty and school policies.
- To develop effective liaison with the Language and Learning Development team.
- To participate in the implementation of cross-curricular links within the Faculty.
- To ensure that profiles and progress reports are written on all students, by published deadlines, and that these conform to school policy.
- To liaise with the appropriate Heads of Learning to ensure that the educational needs of all students are met.
- To liaise with, and assist where appropriate, the Senior Teacher – Assessment, in the conduct of public and internal examinations.

## **Professional Support**

- To give advice and support to other teachers involved in the delivery of Maths, in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within subject areas.
- To support and reinforce procedures and policies set out as a department
- To liaise with Heads of Learning over students causing concern.
- To offer all team members' opportunities, to aid their professional development. Such opportunities should reflect the school's approach to appraisal and include strategies for extending professional experiences, in consultation with the Head of Faculty.
- To ensure that appropriate tasks are set for cover staff.
- To contribute to the preparation and regular update of the Maths Handbook.

## **Communications**

- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To contribute to effective liaison with institutions outside the school.
- To keep team members informed of curriculum developments.

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- To liaise with parents, as and when appropriate.

## Resources

- To monitor and ensure the allocated capitation is spent appropriately and to keep the Head of Faculty informed of financial needs and spending regarding books/stock.
- To organise and manage stock for examinations.
- To take the lead on organising Maths Faculty detentions of 1 hour in length.
- To ensure that the general environment within the Maths area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to the person in charge of premises and facilities.
- To liaise with the Head of Faculty over staff deployment and timetabling.

## General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team.
- Participate in the regular review of this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date .....

Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....

2<sup>nd</sup> in charge of Maths Faculty & KS4 Coordinator

## PERSON SPECIFICATION 2IC of Maths with Key Stage Responsibility

Requirements	Assessment Criteria		
	Interview	Application Form	Lesson Observation
<b>Qualifications:</b>			
Qualified Teacher Status (or working towards)		•	
Evidence of continuing professional development	•	•	•
<b>Experience:</b>			
Evidence of excellent teaching and classroom management skills	•	•	•
Successful experience of teaching in inner city comprehensive schools.	•	•	•
Successful experience of teaching across the age and ability range	•		•
Successful involvement in planning, implementing and evaluating initiatives to raise achievements	•		•
<b>Management and leadership skills:</b>			
The ability to motivate and lead people	•	•	•
The ability to plan collectively		•	•
The ability to build good relationships with all students and adults		•	•
<b>Professional knowledge and understanding:</b>			
Evidence of excellent knowledge, understanding and enthusiasm for the subject and the capacity to engage students in the learning of the subject	•	•	•
Understanding of transition issues for relevant Key Stages	•	•	•
Understanding of the 14 to 19 curriculum	•	•	
Knowledge and some experience of school self-evaluation	•	•	
The ability to use ICT effectively to support tasks and activities	•	•	•

Behavioural competencies:			
Integrity and the ability to promote and maintain the highest standards in all aspects of the work in the school	●		
Team player with energy, enthusiasm, perseverance and a sense of humour	●		
Genuine interest and passion for young people's education and willingness to contribute to wider school life and ethos	●	●	
Ability to develop and maintain positive relationships with teachers, support staff and parents	●		
Ability to motivate students recognising and responding to the diverse needs of learners	●	●	●
Ability to reflect on own classroom practice to continuously improve and being open to feedback	●	●	
Ability to work independently using initiative and as part of a team contributing to INSETs.	●		
Excellent written skills, as evidenced by application		●	
Excellent organisational and planning skills, encouraging positive collaborative working practices and planning own time effectively	●	●	●
Good communication skills, showing sensitivity and strength	●		●
Mentoring and coaching skills, showing ability to be both constructive and critical	●		
Ability and skills to manage change	●	●	
A commitment to developing curriculum activities within the faculty	●		
A commitment to ongoing regular professional development, undertaking training as required	●	●	
Commitment to the Safeguarding and welfare of all students	●	●	

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Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	•	•	
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