

Job Description

Post: Second in Mathematics

**Salary: MPR/UPR
Plus TLR 2b**

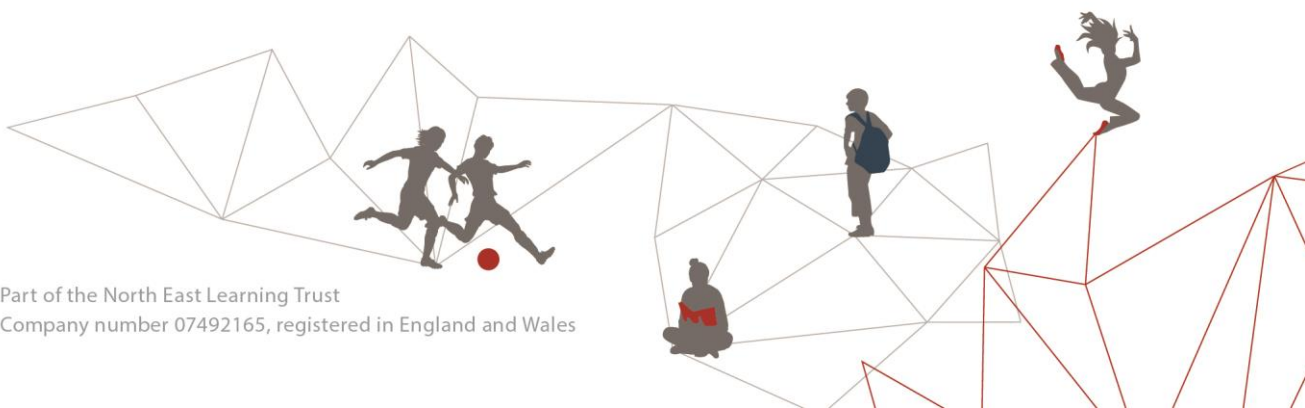
You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

Generic Responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To support the Head of Department and to deputise when and where appropriate.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Strategic Responsibilities:

- To support the Head of Department in the delivery of the Maths curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- The day-to-day management, control and operation of the curriculum provision within the department as identified by Head of Department.
- To assist in monitoring and following up student progress.
- To assist in the implementation of school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To assist in ensuring the planning activities of the department reflect the needs of the students and the aims and objectives of the school.



- To support the application of ICT in the Curriculum area.

Curriculum:

- To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with Head of Department to maintain accreditation with the relevant examination and validating bodies.
- To assist with the promotion and development of appropriate extra-curricular and community activities within the department.

Staffing:

- To work with Head of Department/SMT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

Quality Management:

- To ensure the effective operation of quality control systems.
- To assist in the process of setting targets within the department and to work towards their achievement.
- To help establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the relevant curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help produce reports within the quality assurance cycle.

- To assist in the production of reports on examination performance.
- To assist in the identification of exam entries within the department.

Pastoral Support:

- To monitor and support the overall progress and development of students within the curriculum area
- To help to monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to SMSC according to the school policy.
- To assist in the implementation of the Behaviour Management system in the department so that effective learning can take place.

Other specific duties:

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.