

## Job description

<b>Job title: 2<sup>nd</sup> in Mathematics</b>	<b>Status: Permanent</b>
<b>Team: Mathematics</b>	<b>Reports to: Head of Department</b>
	<b>Direct reports: No</b>
<b>Department: Mathematics</b>	<b>Departmental budget holder: No</b>

### Position context:

**Our purpose:** To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

### Position purpose:

To be responsible for bringing innovation and creativity to teaching, learning and assessment. To deputise for the Head of Mathematics in their absence whether planned or unplanned. To deliver excellent lessons to students and be prepared to model this excellence to others. To lead on a designated Key Stage in Mathematics in terms of planning, implementation and impact on learning. To provide direct supervision of supply teachers and temporary staff and to undertake some line management of departmental staff.

### Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> <li>• Is aware of and understands the ELAT Vision, Mission and Values</li> <li>• Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the school.</li> <li>• To fulfil all of the responsibilities and duties required by the Academy's policies on Teaching and Learning.</li> <li>• To ensure that the strategic objectives of the school are reflected in the work and development of the department and practice of the teachers.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• The organisation and development of the curriculum which includes the schemes of learning and their assessment as well as the efficient storage and retrieval procedures for curriculum resources.</li> <li>• To ensure that long term, medium planning, short term and individual pupil planning undertaken and implemented by teacher across the curriculum is within the framework of school policy and procedures.</li> <li>• To be responsible for all departmental absence cover arrangements, which will involve maintaining and developing an effective working relationship with the relevant member of staff for cover management.</li> </ul>

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> <li>• Using the agreed procedures and practices of the Academy, monitoring the quality of provision and the quality of teaching and learning which may include direct observation, sampling work, reviewing planning documentation, for example, and be responsible for target setting and their review.</li> <li>• To be responsible for delegated aspects of assessment, for leading the analysis of the relevant data and the improvement of the effectiveness of assessment for supporting pupil achievement</li> <li>• To lead, coordinate and run delegated aspects of the Department's extra-curriculum provision</li> <li>• Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress appropriately.</li> <li>• Monitor the progress of students for whom the post holder is responsible to set expectations and give constructive feedback.</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>• To support Newly Qualified Teachers, teachers in training and other students and trainees working in the department.</li> <li>• To supervise and monitor supply teachers and other temporary staff</li> <li>• To assist and support the Head of Department with staff recruitment</li> <li>• To achieve any performance criteria or targets arising from the Academy's Performance Management arrangements</li> <li>• To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>• To be a member of the Academy's middle leadership, which involves attendance at meetings and working with the Head of Department to organise INSET/professional development arising from the Academy Improvement Pan</li> <li>• Maintain appropriate records to demonstrate students' progress</li> <li>• Safeguarding and Promoting the Welfare of Students working with the Designated Protection Person the post holder will:</li> <li>• Identify and record any child protection concerns</li> <li>• Contribute information as required for Common Assessment or Multi-Agency meetings</li> <li>• Act at all times in line with the school's Child Protection procedures</li> </ul>

Accountability	Key activities
Data Protection	<ul style="list-style-type: none"> <li>All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such</li> </ul>

### Key Stakeholders:

Internal: Pupils, Teachers, Senior Leadership Team

External: Parents and Carers

### Knowledge, skill and experience requirements

Essential:

- Good communication skills, oral, written and presentational
- Proficiency in the use of ICT and the software programmes used in schools
- Knowledge of the National Curriculum
- Current knowledge of curriculum thinking in line with subject specific pedagogy
- Good subject knowledge for identified preferred subject
- Qualified teacher status in the subject area
- Experience of teaching across both Key Stages either on teaching practice or your current post
- A commitment to raising achievement
- An understanding of equality of opportunity issues and how they can be addressed in schools
- An understanding of and a commitment to safeguarding students

Including the ability to:

- Lead the school team effectively and efficiently and work with other professionals and agencies
- Lead curriculum development and innovation
- Manage departmental information and data for the purposes of recording, monitoring, evaluation and reporting

## Job description

- Motivate a team of staff
- Respond to how children and young people learn, develop and progress through life stages and events
- Model well planned, organised and innovative lessons for the department
- To lead, model and manage positive behaviour, good order and assertive discipline in the department
- Use ICT effectively to motivate children to learn
- Plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum
- Provide appropriate levels of challenge so that students to learn effectively and acquire new skills and knowledge
- Use assessment information effectively to plan next steps in students learning
- Secure high standards of behaviour
- Enable students to develop the skills to work independently and collaboratively
- Create a well organised, stimulating learning environment
- Communicate effectively with parents and carers and to encourage their active participation in the educational process

### Key behaviours:

- Demonstrate and role model Trust values which are:
  - *Passion*
  - *Respect*
  - *Inclusion*
  - *Challenge*
  - *Openness*