

# Valley Park School

## Job Description

### Second in Charge of Maths (TLR2:3 - £5025\*)

**\*2023/2024 salary**

#### Core Purpose

- To provide outstanding and inspirational leadership within the school and wider community.
- To support the Headteacher in creating a high expectation and success culture for students and staff with personalised learning at the heart of the school.
- To help build a sustainable, creative and distributed model of leadership throughout the school.
- To secure excellent learning outcomes for students as a consequence of consistently high standards of teaching.
- To ensure that every child is able to enjoy a positive educational experience irrespective of their background or barriers to achievement.
- To develop and promote networked learning partnerships with all sectors of education, the business community and voluntary sectors.
- Model the values and vision of the school.

#### Key Responsibilities

##### *Subject Area Focus.*

- Support the Head of Department with the day-to-day leadership of the Maths Department.
- Further develop the secondary Maths curriculum in line with national changes and revised qualifications.
- Promote the study of Maths across the whole 11-18 phase.
- Establish creative, responsive and effective approaches to learning and teaching to meet and support the aims of the school.
- Demonstrate and articulate consistently high expectations of pedagogy and classroom practice to provide challenge and improvement, using data and benchmarks to monitor progress in every student's learning and to focus teaching.
- Monitor the quality of teaching based on evidence, self-evaluation and development, ensuring a consistent and continuous focus on achievement and aspiration.
- Lead the development of schemes of work to support the team in delivering high-quality lessons.

- Devise and implement appropriate interventions for students, both within lessons and extracurricular, to ensure all students make good progress.
- Keep up to date with developments in your subject area and in teaching practice and methodology.

### *Strategic Development.*

- Support the Headteacher in developing and communicating a clear strategic vision of how to develop the school successfully.
- Support the Headteacher in personalising education through innovative approaches to learning, support, experience and leadership within the Subject / Department.
- Set accurate and appropriate performance indicators for students and staff within the Subject/ Department and hold everyone accountable for them.
- Promote the effective use of data in the Department to raise standards.
- Implement an effective and rigorous self-review process that will inform and support the completion of the DIAP.
- Contribute to designated sections of the SIAP as required.
- Ensure that student tracking systems in the Department supports identifying underperformance enabling appropriate and timely intervention.
- Secure the development of an effective high performing Department team through mentoring and coaching.
- Support the Headteacher in managing the school effectively and ensuring the successful implementation of radical change.
- Work in harmony with the staff in the Department, other Subject Leaders, Headteacher, Governors, local schools, other schools and other partners as appropriate.

### *Learning and Teaching*

- Provide leadership for curriculum development and delivery that meets the needs of individual students and maximizes the opportunity for each individual to achieve excellent outcomes.
- Department lead for high quality learning and teaching.
- Support the Subject Leader in monitoring the quality of learning and teaching through regular reviews, including lesson observation, work scrutiny and student voice.
- Liaise with Subject Leader to ensure that student setting and grouping arrangements are accurate and effective.

- Ensure that teacher allocation to teaching groups is both equitable and maximises the outcomes for students.
- Ensure the implementation of the national strategies and ensure that literacy and numeracy are high priorities in curriculum planning and delivery.

#### *Leading and Managing Staff*

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Create and maintain good working relationships among all members of the Academy community.
- Sustain their own motivation and that of staff for whom they are accountable.
- Promote the school ethos in which the highest achievements are expected from all members of the school community.
- Contribute to an effective and rigorous Performance Management process.

#### *Efficient and effective use of staff and resources.*

- Work with the Headteacher, governors and colleagues to recruit and retain staff of the highest quality.
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Support the Subject Leader to plan, manage and monitor the curriculum within the agreed budget.
- Ensure that the Department timetable effectively delivers the agreed curriculum outcomes through planning and monitoring.
- Ensure that ICT is an effective learning, teaching and administrative tool in the Department.
- Support the Headteacher in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.

#### *Standards*

- Support the Subject Leader in regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made.
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes

- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement

#### *Specialist Status & Community*

- Ensure that the enterprise ethos is adopted within the work of the Department
- Ensure that Citizenship and Cultural capital are embedded throughout the Department programmes.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher to ensure the efficient and effective operation of the Academy.

Be a model of high professional standards in all aspects of school life and to lead by example.

- Support the Curriculum Director with the day-to-day leadership of the Maths Department.
- Further develop the secondary Maths curriculum in line with national changes and revised qualifications.
- Promote the study of Maths across the whole 11-18 phase.
- Establish creative, responsive and effective approaches to learning and teaching to meet and support the aims of the school.
- Demonstrate and articulate consistently high expectations of pedagogy and classroom practice to provide challenge and improvement, using data and benchmarks to monitor progress in every student's learning and to focus teaching.
- Monitor the quality of teaching based on evidence, self-evaluation and development, ensuring a consistent and continuous focus on achievement and aspiration.
- Lead the development of schemes of work to support the team in delivering high-quality lessons.
- Devise and implement appropriate interventions for students, both within lessons and extracurricular, to ensure all students make good progress.
- Keep up to date with developments in your subject area and in teaching practice and methodology.
- Take responsibility for your own professional development in discussion with your Line Manager.
- Maintain an organised and effective learning environment in the classroom and shared areas.
- Ensure the consistent implementation of School and Trust policies and procedures throughout the subject area.
- Work collaboratively with the other academies and colleagues within the Trust.
- To devise innovative, challenging schemes of work