**Ursuline College**

**Job Description/Person Specification**

**2ic of Maths**

**Line Manager:** Curriculum Lead of Maths

**Grade:** TLR 2b

Ursuline College All Staff Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To be aware of and support difference, and ensure equal opportunities for all
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

Responsibilities

Catholic Ethos, Mission and Vision

* To deputise for the Curriculum Lead when required
* To ensure that the Catholic Mission and Ethos of the School is actively encouraged and developed

Leading Teaching and Learning

* To line manage and performance manage designated staff within the department
* To support the Curriculum Lead in monitoring teaching and learning in the department
* To maintain a commitment to own professional development, and to lead subject-specific CPD in the department and promote the sharing of good practice
* To encourage co-operation and mutual support between members of the department and keep well informed with regard to current issues in education

Curriculum Development and Intervention

* To coordinate a designated Key Stage: Scheme of Work, AfL, data analysis, intervention strategies, support for cohorts (AEN, FSM, G&T, EAL, Literacy)
* To support the Curriculum Lead in curriculum development and intervention across the department
* To advise on the purchase and deployment of resources in the designated Key Stage
* To assist the Curriculum Lead in all aspects of data analysis and interpretation
* To carry out research related to curriculum development and report to the Curriculum Lead
* To organise and provide intervention lessons, materials and revision classes for targeted students
* To liaise with colleagues in other subject areas to develop cross curricular links and projects

Pastoral Care, Discipline and Behaviour for Learning

* To support the Curriculum Lead and the department in transition, options, PSHE, WRL and IAG
* To communicate and consult with parents
* To support the Curriculum Lead in managing discipline, Behaviour for Learning and pastoral care in the department.
* To manage the departmental detention system, including the logging of student detentions and communication with parents.

**Other**

* To co-ordinate the departmental offer of enrichment activities to students
* To contribute to the department’s commitment to ITT, NQT and GTTP support.
* To act as a coach/mentor for other staff in the Department

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| *This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder’s professional responsibilities and duties.**The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College’s policies and procedures.* |

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | 1. Relevant degree/ QTS
 | 1. Further professional qualification
2. Recent CPD relating to leadership
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| Specific Skills, Experience and Knowledge | 1. Exemplary classroom practitioner able to demonstrate a range of successful teaching and learning strategies
2. Ability to lead, mentor and coach
3. Ability to prioritise and manage deadlines
4. Evidence of strategies for ensuring Quality Assurance
5. Awareness of equal opportunities issues
6. A commitment to working with Sixth Form students and inclusion
7. Evidence of strategies for ensuring pace, challenge and effective AfL
 | 1. Evidence of impact on the practice of others
2. Experience of managing budgets and ensuring value for money
3. An awareness of whole-school issues
4. Knowledge of national educational policy, priorities and initiatives
5. Experience of leading on provision of premises and facilities
6. Experience of supporting students with careers and UCAS
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| Personal Qualities | 1. Excellent record of punctuality and attendance
2. Evidence of enthusiasm, drive and a commitment to hard-work
3. Resourcefulness, flexibility, adaptability and initiative
4. Excellent communication skills
5. Patience and a good sense of humour
6. Able to build trust and good relationships
7. Supportive of the School’s Catholic Ethos
 | 1. Desire and potential to progress to further promotion
2. Commitment to own CPD
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*23/03/2021*