



JOB DESCRIPTION – 2IC MATHS

Job details

Job title: 2ic Maths

Salary: TLR

FTE: 1.0FTE

Contract type: Full time

Reporting to: Director of Learning – Maths

Responsible for: Teachers of Maths

MAIN PURPOSE

To support the Director of Learning at all times in all aspects of the post.

DUTIES AND RESPONSIBILITIES

1. Monitoring the quality of learning through classroom observation, work sampling and analysis of the outcomes of learning
2. Establishing and monitoring achievement targets for each subject and each class
3. Ensuring that teachers know the prior learning and achievement of their students
4. Monitoring, managing and supporting teachers to ensure that effective schemes of work are in place for each course
5. Ensuring that school curriculum policies are enacted within the Faculty
6. Supporting the development of individual members of the Faculty
7. Developing the use of new technologies to support effective learning
8. Ensuring that the environment and learning resources are stimulating and of the highest standard
9. Ensuring a consistent ethos in line with The Archbishop's Code of Practice
10. Ensuring that high standards of behaviour are expected and achieved in accordance with school policy
11. Organising training and chairing Faculty meetings
12. Drawing up, in line with the School Improvement plan, the improvement plan for the Faculty
13. Deciding the allocation of all resources, human and physical, within the Faculty
14. Supporting, advising and providing opportunities for individuals in the Faculty to further their personal development



Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

QUALIFICATIONS	Qualified Teacher Status Degree or equivalent Established and evidenced practice as an outstanding teacher over a prolonged period
PROFESSIONAL DEVELOPMENT	Evidence of a commitment to own professional development
TEACHING & LEARNING	Outstanding classroom practitioner Proven ability to raise standards in classrooms other than their own Experience of leading teaching and learning initiatives beyond their own classroom Excellent understanding of the components which comprise outstanding teaching and learning Experience of giving effective feedback to colleagues about professional performance Experience of coaching and mentoring colleagues Experience of conducting lesson observations
KNOWLEDGE	Use of assessment and attainment information to improve practice and raise standards Use of strategies to promote good learning Relationships and high attainment in an inclusive environment Vision for the developments of Teaching and Learning Strategies to enhance teaching and learning Use of intervention strategies to address issues identified Awareness of the latest developments and initiatives in education
SKILLS & ATTRIBUTES	An innovative and collegiate leadership style with the ability to motivate staff towards that vision and to build on the existing high standards in the school An understanding of the importance of, and the desire to engage with and inspire young people whatever their challenges A commitment to working in partnership with an enthusiastic, stable and widely representative governing body and to ensure that they have the information and materials required for the proper discharge of their roles and responsibilities The ability to cope with the pressures of senior leadership and to ensure that the demands of the post do not preclude a full and balanced life Ability to lead and inspire staff and students of all abilities and to communicate high expectations A leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents – ability to work well with others in vital Recent involvement in providing training and development for staff



	<p>Strong written communications and presentation skills; high order administrative and management skills</p> <p>Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines</p> <p>Strong emotional intelligence that is attuned to supporting students, parents and staff</p> <p>Experience of using data for school improvement</p> <p>A creative and innovative thinker, able to engage in debate with all stakeholders</p> <p>A person of judgement with a high degree of professionalism and integrity, who will uphold the values of the school and see students as the absolute priority</p> <p>Strong and methodic administrative skills</p> <p>Positive student behaviour management skills</p> <p>Excellent communication and interpersonal skills</p> <p>Strong ICT competence</p> <p>Analytical and problem solving skills</p>
PERSONAL CHARACTERISTICS	<p>Capacity to work very hard under pressure</p> <p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Resourceful</p> <p>Resilient</p> <p>Determined</p>