

Job Description

Post	Second in Charge of Maths
TLR	TLR 2b
Accountable to	Lead Teacher for Maths
Purpose	<ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of pupils as a teacher/form tutor. • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential and celebrate that achievement. • To contribute to raising standards of pupil attainment. • To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth. • To develop and be accountable for a particular area of mathematics • To be accountable for further delegated responsibilities within mathematics or at a whole school level. • To assist the Head of Department to raise achievements across the maths department. • To model and showcase outstanding practice.
Key Duties/ Responsibilities	<p>Operational/Strategic Planning</p> <ul style="list-style-type: none"> • To assist in the development of appropriate programmes of study, resources, schemes of work, assessment and teaching strategies in the Curriculum Area and Department. • To contribute to the Curriculum Area and Department's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities. <p>Curriculum Provision:</p> <ul style="list-style-type: none"> • To assist the Leader of Learning to ensure that the curriculum area provides a range of teaching; this complements the Academy's aims and Academy Development Plan objectives. <p>Curriculum Development:</p> <ul style="list-style-type: none"> • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Academy's Aims and Development Plan objectives.

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	<p>Staff Development/Recruitment/Deployment of Staff:</p> <ul style="list-style-type: none">• To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.• To continue personal development in the relevant areas, including subject knowledge and teaching methods.• To engage actively in the Performance Management Review process.• To ensure the effective/efficient deployment of classroom support.• To work as a member of a designated team and to contribute positively to effective working relations of that team and within the Academy as a whole. <p>Quality Assurance:</p> <ul style="list-style-type: none">• To help to implement Academy quality procedures and to adhere to them.• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.• To review methods of teaching and programmes of work.• To take part, as may be required, in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the Academy. <p>Management Information:</p> <ul style="list-style-type: none">• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers etc.• To complete the relevant documentation to assist in the tracking of pupils.• To track pupil progress and use information to inform teaching and learning. <p>Communications:</p> <ul style="list-style-type: none">• To communicate effectively with the parents of pupils as appropriate.• Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.• To follow agreed policies for communications in the Academy. <p>Marketing and Liaison:</p> <ul style="list-style-type: none">• To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner Academies.• To contribute to the development of effective subject links with external agencies.
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	<p>Management of Resources:</p> <ul style="list-style-type: none">• To contribute to the process identifying and allocation of equipment and materials.• To assist the Leader of Learning to identify resource needs and to contribute to the efficient/effective use of physical resources.• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils. <p>Pastoral System:</p> <ul style="list-style-type: none">• To be a Form Tutor to an assigned group of pupils or a support tutor to a year group.• To promote positive emotional health and well-being to help pupils to understand and express their feelings and build their confidence and emotional resilience, and therefore their capacity to learn.• To liaise with the Leaders of Learning: Personal Development to ensure the implementation of the Academy's Pastoral System.• To register pupils, accompany them to assemblies and help supervise them, encourage their full attendance at all lessons and their participation in other aspects of Academy life.• To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.• To contribute to the preparation of Action Plans and progress files and other reports.• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.• To communicate as appropriate, with the parents of pupils and with persons or bodies outside the Academy concerned with the welfare of individual pupils, after consultation with the appropriate staff.• To apply the systems of rewards and behaviour management, both in and out of class, so that effective learning can take place. <p>Teaching:</p> <ul style="list-style-type: none">• To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in Academy and elsewhere.• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.• To ensure that ICT, Literacy, Numeracy, Citizenship, Assessment for Learning and Academy subject specialism(s) are reflected in the teaching and learning experience of pupils.• To undertake a designated programme of teaching.
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	<ul style="list-style-type: none"> • To ensure a high quality learning experience for pupils which meets internal and external quality standards. • To prepare and update learning materials. • To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus. • To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of pupils as requested by external examination bodies, departmental and Academy procedures. • To mark, grade and give written/verbal and diagnostic feedback as required. • To communicate as appropriate, (telephone, letters home etc.) with parents of pupils to keep them updated as to the pupils progress within the subject area. • To set appropriate work for pupils in the case of planned absence. <p>OTHER SPECIFIC DUTIES</p> <ul style="list-style-type: none"> • To play a full part in the life of the Academy community to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. • To support the Academy in fulfilling its policy of achieving full and active participation in all assemblies. • To promote actively the Academy's corporate policies, aims, objectives and development plan. • To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate. • To actively engage in the published duty rota. • Responsible for a full learning experience, guidance and support for pupils. • Liaising with Senior staff, teaching/support staff, external agencies and parents. • To undertake any other duty as specified by the Principal not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
Community	<ul style="list-style-type: none"> • Maintain confidentiality inside and outside the workplace. • Understand and apply Academy policies. • Support Academy ethos and vision in the wider community.

HOLCOMBE GRAMMAR SCHOOL

Job Description



This job description sets out the main duties of the post. Other duties may be assigned by the Principal or the Academy Trust, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops. These responsibilities will be discussed annually as part of annual performance review and are subject to change.