

JOB DESCRIPTION: 2nd i/c Mathematics

The following job description is for the guidance of candidates as to the requirements of the post. It does not replace the 'Conditions of Service for Teachers' as set out by the DfE.

PURPOSE:	To support the Head of Faculty in leading the Mathematics department, to ensure best possible learning and outcomes for students in Maths across Key Stages 3 to 5.
RESPONSIBLE TO:	The Head of Faculty (Maths)
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	TLR 2b
WORKING TIME:	As set out in the 'Conditions of Service for Teachers' as presented in the 'School Teachers Pay and Conditions' document published by the DfE.

Overall Accountability for:

- The schemes of learning, assessment and resources for a Key Stage
- The quality of the teaching and learning of students for a Key Stage
- Differentiation, setting and interventions for a Key Stage
- The standards of student attainment, achievement and behaviour within a Key Stage
- To support the line management of colleagues across the curriculum area
- To lead on Able and Ambitious (G&T) within the Mathematics department e.g. UKMT, extra curricular maths...
- To lead on E-learning within the Mathematics department
- Numeracy Across the Curriculum

Main (core) duties:

- To keep up to date with national and developments in the curriculum and in teaching methodology and to propose and lead new curriculum initiatives
- To support the Head of Faculty in the following areas
 - ensuring that appropriate home learning is set and marked
 - implementing the school's Behaviour for Learning policy
 - planning for intervention where required to improve teaching and learning
 - co-ordinating with the Director of the PSRP (Autism Provision) to ensure the successful integration of PSRP students into mainstream lessons
 - working with the SENCo to ensure that individual students receive appropriate support and that appropriate links are made so that the curriculum meets their needs

- conducting student interviews regarding progress and curriculum issues at key stages of development.
- undertaking coaching and mentoring of Maths teaching staff to ensure the effective induction and supervision of new departmental colleagues.

Teaching:

- To undertake an appropriate programme of teaching, preparation and assessment and to take a lead in being observed by colleagues
- To undertake an appropriate programme of pastoral responsibilities
- To teach, as appropriate, students in the PSRP and to differentiate accordingly and imaginatively
- In exceptional circumstances to have lessons streamed (but not recorded) into another room in the school for a child who has difficulty accessing a mainstream lesson

Additional Duties:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- To lead an extra-curricular activity
- Maintain a visible, professional and high profile within the school

Other Specific Duties:

- To continue personal development
- To engage actively in the performance development process
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – 2nd i/c Mathematics

All characteristics listed are essential, unless noted as desirable

Education and Training

- Qualified Teacher Status (QTS)
- A track record of Good or Outstanding teaching
- Evidence of appropriate in-service training.

Skills/Professional Qualities

- Good knowledge of current curriculum development in the curriculum area
- The ability to use ICT effectively to engage students
- The ability to differentiate materials to meet the needs of learners
- The ability to support the development of an outstanding curriculum in the context of a growing school
- An understanding of how to use assessment to inform planning for good teaching/learning
- An understanding of academic data, with the ability to use it to identify underperformance and support improvements

Leadership/Personal Qualities

- Vision for supporting the development of the curriculum area in the context of a growing school
- Commitment to supporting the School's unique Jewish ethos (there is no requirement or need for applicants to be Jewish)
- Readiness to put students' needs first
- An effective, flexible and enthusiastic team player, with the capacity to lead others
- Ability to develop and maintain effective relationships, listening, negotiating and communicating effectively with a variety of audiences
- Ability to act quickly and sensitively under pressure, keeping calm in difficult situations, dealing with stress and absorbing pressure
- Ability to manage own and others' workloads appropriately; confidence in sensitively but assertively addressing under-performance
- An open and constructive acceptance of feedback, and always willing to learn
- A 'can do' positive approach; energetic and enthusiastic, with an excellent sense of humour
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities; a commitment to working in a multi-cultural environment and with students from diverse backgrounds