



## ROLE DESCRIPTION

<b>Job title:</b>	Second in Maths
<b>Pay Scale:</b>	MPS / UPS + TLR2
<b>Hours per week:</b>	Full Time
<b>Responsible to:</b>	Head of Department

### Overall Job Purpose

The core purpose of the Second in Maths is to provide leadership & management across the Department to secure:

- Good or better progress for all students
- Robust, rigorous and accurate assessment
- High quality teaching
- Effective planning
- Outstanding behaviour for learning
- Effective use of resources

The Second in Maths supports the Head of Department with the following:

- Deputise in the absence of the Head of Department
- Line management and support of departmental staff and the professional review of colleagues in the Department through the appraisal review
- Evaluate Schemes of Works and appropriate subject materials
- Data analysis and action planning for improvements
- Write and monitor the progress of the Department RAP plan
- Plan, implement and deliver Departmental CPD in line with the RAP Plan
- Plan the agendas of Departmental meetings and the minutes
- Quality Assurance across the Department
- Exam organisation including mocks, exam boards and entries
- Timetables for sets and rooms

Melbourne Road, Blacon, Chester, CH1 5JH

Phone 01244 371 475 Email [admin@blaconhigh.cheshire.sch.uk](mailto:admin@blaconhigh.cheshire.sch.uk)

Website [www.blaconhighschool.net](http://www.blaconhighschool.net) Headteacher Mrs Rachel Hudson BA, MSc, NPQH



- Manage Departmental resources within the limits of the delegated budget
- Liaise with outside agencies including exam boards, other educational institutions and service providers
- Model high quality learning and teaching
- Take responsibility for Key Stage 4 to ensure innovative approaches and effective quality assurance
- Assist with induction for new colleagues and share responsibility for the professional development of others in the department through coaching and mentoring
- Review and produce assessment materials
- Control stock and equipment orders
- Manage teaching resources (online, digital and hard copies)

### **Duties and responsibilities**

#### **Strategic development**

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- Set high expectations for all students in Key Stage 4, and inspire and motivate staff and students to reach and maintain high standards
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved student performance in Key Stage 4 learning
- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in students' learning

#### **Teaching and learning**

- Show an understanding of the school's current systems for recording student progress within the key stage
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Develop student behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged

#### **Leading and managing staff**

- Mentoring of colleagues where appropriate
- Establish short, medium, and long-term plans for developing and resourcing the Key Stage 4 curriculum
- Develop the school's approach to assessment within Key Stage 4, and lead strategy to improve the quality of teaching and learning
- Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards

- Monitor the quality of teaching and learning within Key Stage 4, (e.g. through observations, analysing performance data, etc.).

### **General duties**

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs.
- Attend meetings according to school policy, and lead where required.

*Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.*

**This job description and person specification should be read in conjunction with the standard teacher job description and person specification.**

Blacon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Staff have a responsibility to ensure they are aware of specific duties relating to their role and should familiarise themselves with the School's safeguarding and child protection procedures. Regular safeguarding and child protection training updates are mandatory for all staff.

It is the responsibility of all staff to recognise their role in maintaining a safe environment for students, parents, visitors and staff to minimise the risk of incidents on School premises and within the local community. All staff are responsible for Data Quality. This will vary according to individual job roles in line with School guidance.

Blacon High School is committed to developing an environment that embraces diversity and promotes equality of opportunity; the School is committed to supporting all staff to balance work and other life needs.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ Qualified teacher status</li> <li>➤ Evidence of professional development relevant to this role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Teaching within the primary phase, including evidence of outstanding teaching directly linked to key stage 3 delivery</li> <li>➤ Team leadership, including during school development and/or improvement</li> <li>➤ Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight</li> <li>➤ Developing and delivering staff development programmes</li> <li>➤ Implementing teaching and learning strategies to improve quality and student attainment</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery</li> <li>➤ Outstanding classroom practice, constantly showing a positive and resilient approach to students and staff</li> <li>➤ Excellent communication and organisational skills</li> <li>➤ Good IT skills</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to communicate a vision and inspire others</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ High expectations for all students and belief in bringing out the best in all</li> <li>➤ Commitment to upholding and promoting the ethos and values of the school</li> <li>➤ Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to equality</li> </ul>