



JOB DESCRIPTION

Job title: Second in Charge of Mathematics/Deputy Subject Leader - (TLR 2b)

Working hours: Full time and in line with STPC

Salary: TLR

Accountable to: Head of Mathematics

Main Focus of the Role

To support the Head of Department in:

- strategically leading the work of the department to ensure high standards and achievement
- promoting the aims, objectives, ethos and public image of the department
- establishing the highest standards of attainment, attendance, behaviour and commitment for all students in the department
- ensuring effective and personalised support for learning for all students in the department
- eliciting the support of all parents and carers as active partners in students' learning
- monitoring student progress and planning effective interventions where appropriate
- help to develop and enhance the teaching practice of others
- deputise for the Head of Department as required

To lead on the achievement and behaviour of students within a specified key stage

Position in Organisation

The postholder is accountable to the Head of Mathematics.

Main Accountabilities

- be able to teach across the full range of ages and abilities
- act as a role model in leading staff in own high quality teaching
- set high expectations for staff and students in relation to standards of achievement and the quality of teaching
- be as visible and accessible as possible throughout the school day to provide encouragement and support for students' learning and an ongoing focus on the academy's ethos and expectations
- support the Head of Department in creating, implementing and improving Schemes of Work which encapsulate the school's learning strategies and educational developments
- develop and implement strategies that enable all students to become more effective learners
- support the Head of Department in developing and implementing intervention and support strategies that help to eliminate under-achievement by individual students
- promote and celebrate the achievements of all students within the department
- promote the use of positive behaviour management strategies that directly support effective teaching, learning and discipline and take responsibility for maintaining positive behaviour within the department

- support the Head of Department in establishing and implementing clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement
- assist the Head of Department in evaluating the standards of teaching and learning in line with the procedures in the school's self-evaluation policy and use this analysis to take action to improve further the quality of teaching
- to take the lead in all developments relating to a specified Key Stage
- liaise with any outside agencies as appropriate
- ensure effective communication with parents regarding academic progress both in line with school reporting procedures and in response to specific concerns as they arise
- promote extra-curricular activity and engagement
- operate at all times within the school's Equal Opportunities framework
- take responsibility for knowledge of the school's safeguarding and child protection policies and procedures and demonstrate a commitment to promoting and safeguarding the welfare of children and young people in line with these
- observe the school's Fire, Health and Safety policies and report any issues to the Premises Manager
- comply with the school's Data Protection policy
- undertake any other task reasonably requested by the Headteacher

This list of duties is not exhaustive and may be reviewed by the Headteacher/SLT/Head of Department at any time, in accordance with the evolving needs of the role