

St. Peter's Catholic High school
Job description
Second in Department

1. INTRODUCTION

1.1 POSTHOLDER:

1.2 JOB TITLE: Second in Maths Dept

1.3 JOB PURPOSE: Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To assist the Head of Faculty in developing the strategic vision of the Faculty.

To seek opportunities to investigate new and innovative ideas to enhance the curriculum and to take lead responsibility for defined areas.

Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the school's aims and the curricular policies.

To assist with departmental monitoring and evaluation through the analysis of performance data (SISRA, FFT and Faculty driven data), scrutiny of work and observation of lessons).

Support the Head of Faculty in analysing progress and attainment data to make data driven changes to curriculum design, pupil intervention and set changes and to assist with updating of teaching sets at appropriate stages during the academic year to maximise pupil progression

Track students' progress based on assessments.

To support the professional development of other staff in the department and to assist the Head of Faculty by undertaking performance management reviews.

To deputise for the Head of Faculty, as necessary, and carry out such other departmental duties that may reasonably be required from time to time.

Assist Head of Faculty in updating the Departmental Self Evaluation as appropriate during the academic year.

Assist Head of Faculty in updating the Departmental Development Plan and seek opportunities to help the Department contribute to the Whole School 3yr Improvement Plan.

Support students identified as *Gifted & Talented* or students identified by Learning Support by providing suitable resources to ensure their learning needs are met.

To look for gaps between groups of learners (ie FSM, SEN, LAC) and pupils not in those categories and to identify opportunities to narrow those gaps.

To be responsible for SEN links and code of practice and to represent the Faculty at appropriate meetings.

To ensure high standards of learning and teaching and academic attainment and progress for all students within the curriculum area.

To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.

In conjunction with the Head of Faculty, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning;

To take full advantage of any relevant CPD available and undertake any necessary professional development as identified in the School Improvement Plan and the performance management process

To be responsible for displays and noticeboards within the Department.

1.4	Line Management:	Reporting to - Head of Dept
1.5	Liaising With:	Headteacher, senior management team, teachers and support staff, LEA representatives, external agencies and parents
1.6	Salary Scale:	Classroom Teachers' Pay Scale and TLR 2 B
1.7	Working Time:	Full time as specified within the STPCD
1.8	CRB Disclosure Level:	Enhanced

2. TEACHING

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

3. STRATEGIC/OPERATIONAL PLANNING

- 3.1 Removed
- 3.2 Removed
- 3.3 Assist in monitoring and following up student progress.
- 3.4 Assist in the implementation of school policies and procedures, for example assessment and recording, homework, equal opportunities, health and safety, COSHH, accommodation strategy, etc.
- 3.5 Work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- 3.6 Assist in the management of the planning of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- 3.7 Support the relevant manager in the application of ICT in the designated curriculum area.

4. CURRICULUM PROVISION

- 4.1 Liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives identified in the 3yr Development Plan.

5. CURRICULUM DEVELOPMENT

- 5.1 Support curriculum development within the whole department.
- 5.2 Keep up to date with national developments and teaching practice and methodology.
- 5.3 Monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.

6. STAFFING

- 6.1 Work with the Head of Faculty and Senior Leaders to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue professional development as agreed with Head of Faculty and Senior Leaders.
- 6.3 Engage actively in the performance management review process and act as reviewer for staff within the designated department.
- 6.4 Promote teamwork and to motivate staff to ensure effective working relations.
- 6.5 Ensure the effective and efficient deployment of classroom support.
- 6.6 Participate in the school's ITT programme and to contribute to the overall development of student teacher training.

7. QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Assist in the process of the setting of targets within the department and to work towards their achievement.
- 7.3 Help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.
- 7.4 Contribute to the school procedures for lesson observation.
- 7.5 Implement school quality procedures and to ensure adherence to those within the department.
- 7.6 Participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 Seek/implement modification and improvement where required within the relevant curriculum area.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- 8.2 Assist in the use of analysis and evaluation of performance data.
- 8.3 Help to produce reports within the quality assurance cycle.
- 8.4 Assist in the production of reports on examination performance, including the use of value-added data.
- 8.5 Assist in the identification of exam entries within the Faculty

9. COMMUNICATIONS AND LIAISON

- 9.1 Help ensure that all members of the Faculty are familiar with its aims and objectives.
- 9.2 Ensure effective communication as appropriate with the parents of students.
- 9.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as appropriate.
- 9.4 Contribute to the planning and delivery of school liaison activities.
- 9.5 Contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.6 Promote actively the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

- 10.1 Assist the Head of Faculty in identifying resource needs and to contribute to the efficient/effective use of physical resources.
- 10.2 Co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.

11. PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students.
- 11.2 Help Head of Faculty to monitor students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 Act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description/staff handbook.
- 11.4 Contribute to PSHCE, citizenship and enterprise according to the school policy.
- 11.5 Assist in the implementation of the behaviour management system in the Department so that effective learning can take place.

12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and Catholic ethos and encouraging staff and students to follow this example.
- 12.2 Support the school in meeting its legal requirements for worship.
- 12.3 Promote actively the school's corporate policies.

- 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

13. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)