

## Smithills School – Job Description

### Post Title - Second in Department

Are you an ambitious and talented Maths Teacher ready to take your career to the next level?

Key Responsibilities:	<ul style="list-style-type: none"> <li>• To support the development and delivery of an outstanding curriculum.</li> <li>• To provide high quality teaching for learning within the Mathematics Department that meets the needs of all students, and ensures high standards of attainment and progress.</li> <li>• Take responsibility for Year 7 and Year 8 and transition to Year 9 and develop innovative schemes of work which are inspiring for learners and teachers alike and feed into standards based assessments.</li> <li>• Observe, mentor and take responsibility for the performance management of members of the Mathematics Department.</li> <li>• Communicate/liaise with HOD in analysing progress and attainment data to make data driven changes to curriculum design, pupil intervention and set changes.</li> <li>• Lead on QA and coach colleagues linked to QA findings.</li> <li>• Track students' progress based on data entries and assessments and establish strategies in response to data.</li> <li>• Assist HOD in updating the Departmental Self Evaluation as appropriate during the academic year.</li> </ul>
Reporting to:	<ul style="list-style-type: none"> <li>• Head of Mathematics and Assistant Vice Principal (English &amp; Maths)</li> </ul>
Liaising with:	<ul style="list-style-type: none"> <li>• Other members of Mathematics Department, Principal, Assistant Vice Principal, Director of Learning, relevant non-teaching support staff, parents and all other stakeholders.</li> </ul>
Working Time:	<ul style="list-style-type: none"> <li>• Full time</li> </ul>
Salary/Grade/Disclosure Level	<ul style="list-style-type: none"> <li>• £</li> <li>• Enhanced</li> </ul>

MAIN (CORE) DUTIES	
Teaching	<ul style="list-style-type: none"> <li>• Provide an excellent environment and culture for learning in the classroom</li> <li>• Ensure own practice is of a high standard and continue to develop your professional skills and knowledge</li> <li>• To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy</li> </ul>

	<ul style="list-style-type: none"> <li>• To promote and inspire learners through planning which takes into account the needs and progress of all, creativity in the classroom, vocational support and Assessment for Learning</li> <li>• Actively seek student voice/feedback to raise standards</li> <li>• To involve Teaching Assistants in planning to provide high quality individual support with targeted intervention</li> <li>• To ensure Health and Safety standards are met and risk assessments carried out and recorded</li> </ul>
Achievement and Standards	<ul style="list-style-type: none"> <li>• Continually assess student progress</li> <li>• To provide students and parents with high quality feedback in order to drive attainment</li> <li>• To use available data including IEPs to plan, review and monitor progress of all students in order to promote rigorous improvement of attainment</li> <li>• Promote equality of performance and achievement of all students and student groups.</li> </ul>
Personal Development and Wellbeing	<ul style="list-style-type: none"> <li>• To provide students with a range of enriching Maths experiences</li> <li>• To contribute to and collaborate with forward-thinking department team</li> <li>• To establish a positive ethos in the school by promoting and demonstrating high standards and expectations</li> <li>• To actively encourage and develop the well-being and success of pupils</li> <li>• To take responsibility for own Professional Development</li> <li>• To promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people and expect staff to share this commitment</li> </ul>
Other Specific Duties	<ul style="list-style-type: none"> <li>• To take on the role of Form Tutor or Year 11 Intervention Teacher</li> <li>• To carry out other professional duties in line with the teaching standards</li> <li>• To promote actively the school's Standards and Values</li> <li>• To actively engage in whole school CPD other staff development activities</li> <li>• To carry out other responsibilities as determined by the Principal following negotiation</li> <li>• To participate in all school Open Evenings and other appropriate calendared events</li> <li>• To contribute to the school's extra-curricular programme.</li> </ul>
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	
A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.	
This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.	

