

ST OSCAR ROMERO CATHOLIC SCHOOL
JOB DESCRIPTION
Second in Charge of Mathematics

Job Title:	Second in Charge of Mathematics - 1 year contract
Leadership responsibility point:	TLR2b
Overall Purpose:	To provide a high quality educational experience for all pupils and to continue to raise standards of pupil attainment and achievement. To support the Subject Leader in providing subject leadership and management to secure high quality teaching and learning for all.
Responsible to:	Subject Leader for Mathematics
Key Accountabilities:	To aid the strategic vision for the Mathematics Department and support the subject leader in the following: <ul style="list-style-type: none"> • Develop department policy on teaching for learning, monitoring its implementation and evaluating its effectiveness. • Raise standards of pupil attainment and achievement within the department and monitor and support pupil progress. • Develop a broad, balanced, relevant and inclusive curriculum. • Ensure that appropriate schemes of learning, including related assessment processes, are innovative, of a high quality and regularly reviewed in line with school policy. • Promote a collegiate approach so that staff work effectively as a team, with clearly defined leadership responsibility for post holders. • Monitor teachers' classroom practice and pupils' work, to ensure standards are high at all times and department and school policy is being followed. • Manage and deploy teaching assistants, financial and physical resources within the department. • Ensure that strong professional development is a feature of departmental meetings. • Lead Teaching & Learning throughout the department. • Evaluate implementation of assessment policy and ensure its functionality in assessing pupil progress.
Key Tasks	<ul style="list-style-type: none"> • To ensure the smooth day-to-day running of the Mathematics department. • To help secure outstanding GCSE outcomes in Mathematics. • To keep up to date with national developments in Mathematics, teaching practice and methodology. • To ensure the delivery of an appropriate, comprehensive, high quality curriculum programme. • To ensure that pupils are entered for appropriate examinations and tier entries. • To identify, agree and enhance the personal and professional development and training needs of the team via the Performance Development/Appraisal Process. • To strengthen knowledge and skills of all departmental members in line with new curriculum expectations. • To lead a diverse and inspiring extra-curricular programme in Mathematics. • To ensure that an environment conducive to learning is established in the departmental classrooms that allows for effective teaching and learning.

	<ul style="list-style-type: none"> • To ensure that the physical learning environment in all Mathematics classrooms and the Mathematics corridor is inspiring and celebrates the achievements of students. • To establish practices that support colleagues in the classroom and behaviour management and to act as a positive role model in their implementation. • To work with Special Needs staff to maximise achievement for pupils with Special Educational Needs. • To check that appropriate work has been set for classes when teachers are absent. • To monitor pupil performance data in Mathematics and to ensure that appropriate intervention strategies that raise overall standards are implemented. • To report to the SLT and Governing Body on departmental examination performance, including progress. • To observe classroom practice. • To provide information to the designated Line Manager of the school's SLT on departmental success and areas for development. • To have immediate responsibility for supervising the work of any ECT or trainee teacher. • To take a lead in promoting whole school numeracy. • To be aware of the induction procedures for ECTs and liaise closely with the Induction Tutor on the progress of ECTs. • To ensure the implementation of school policies within the department. • To ensure and maintain an effective policy on differentiation across all years and all teaching groups. • To organise or oversee the organisation of curriculum enrichment visits as appropriate and ensuring appropriate risk assessment completion. • To ensure that Health and Safety policies and practices, including risk assessments, are in line with national requirements and are updated where necessary, liaising with the school's Health and Safety Officer.
<p>Generic responsibilities:</p>	<ul style="list-style-type: none"> • Responsibilities carried by all teachers in the school comply with the School Teachers Pay and Conditions (published annually). • Expectations regarding the role for all Subject Leaders are contained within the Staff Handbook. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. • To undertake any other duty as specified by the Headteacher.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

St Oscar Romero Catholic School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.