

# **BISHOP STOPFORD'S SCHOOL**

**Job Title:** Second in the Maths Department

**Responsible to:** Head of Department

## **1. Curriculum Management**

- teach Maths at Key Stages 3, 4 and 5.
- assist in the preparation, reviewing and evaluation of units of work in the Maths Department.
- promote the highest standards of achievement for all students with particular regard for those in your classes and tutor group.
- assess, record and report students' achievements in accordance with School and departmental policies and work with the Head of Department to prepare assessments specifically at KS4.
- establish positive relationships with students, parents and colleagues.
- manage resources effectively.
- ensure that every student has access to appropriately challenging and stimulating teaching and learning resources.
- insist upon and demonstrate the highest standards of personal conduct and self-responsibility from students.
- acknowledge and act upon the necessity for personal professional development and participate in Induction/Performance Management.
- develop your professional skills and competencies.
- follow all policies and procedures of the school, department and Year Team (where appropriate) including all aspects of examinations and assessment, recording and reporting of achievement, attendance and punctuality, uniform and behaviour.

## **2. Staff Management**

- deputise for the Head of the Maths Department when required.
- assist with the management of whole school cross-curricular Maths initiatives.
- help identify, in the light of the School's Mission Statement and Development Plan, the School's aims and objectives.
- help the Head of Department to monitor the quality of teaching and learning within the Department by observing each member of the Department teaching staff on a regular basis and monitoring samples of work.
- help with the assessment, recording and reporting within the Department to ensure that formative, diagnostic and summative processes meet the needs of the students, parents and national requirements and are integral to the teaching and learning process.
- participate fully in all aspects of the School's development plan.
- keep abreast of current local and national curriculum developments related to the Department and ensure effective dissemination to colleagues.

- assist with the production and regular updating of Departmental schemes of work and distributing full schemes of work and resources to all staff teaching within the Department.
- encourage a climate of mutual support in which self-confidence and self-esteem can grow and an effective Department team be established and developed.
- share responsibility for the training and development of colleagues within the Department, including the induction of newly qualified teachers.
- ensure that new knowledge and skills are fully utilised by seeking the full involvement of all members of the Department through the establishment of performance criteria, the sharing of good practice, lesson observation and in monitoring of students' work.
- ensure that monitoring, evaluation and celebration are explicit in the management of the Department, meeting regularly with individual members of staff to discuss the planning, implementation and review of objectives.
- assist in the appointment process of staff to the Department, including where feasible supply staff, paying due regard to the School's Equal Opportunities Policy.
- establish full consultative procedures within the Department as a two way channel of communication.
- represent the views of the Department within the School.
- liaise effectively with relevant colleagues as part of the wider management team of the School.
- share responsibility for the effective delivery of Maths teaching across the department including cover work specifically at KS4.

### **3. Student Management**

- set the highest expectations of standards of achievement and behaviour, establishing and maintaining managerial systems to maximise student potential.
- identify students with particular needs, liaising with appropriate colleagues and outside agencies to ensure that individual student needs are met.
- pursue ways of celebrating student successes at every level.
- encourage all members of the Department team to lead and consult with students regarding the self-evaluation and ownership of their learning.
- act as a form tutor if required.

### **4. Resource Management**

- You will share in the decision making and allocation of resources with regard to curriculum development within the Department.
- Coordinate the development of online resources to support students as well as the review and development of ICT opportunities integrated into the KS4 schemes of work.

### **5. Competencies**

- As contained in the National Standards.

### **6. Attendance at meetings**

- You will attend Department meetings and all other meetings appropriate to the agreed areas of responsibility.



## **7. Specific Responsibilities**

These will be determined in conjunction with the skills and attributes of the successful candidate, but specifics of this post are as follows:

- Deputise for the Head of the Maths Department.
- Leadership and management of whole school cross curricular Maths initiatives.
- Provide innovative options for normal curriculum development that promotes the needs of differing individual students.
- Link with primaries to promote this subject area within the School.
- Network within the community to promote external sources as models of excellence.
- Contribute to the development of literacy across the school.

You will:

- support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
- foster good relationships with all members of the school and local community including parents.
- acknowledge and act upon the necessity for personal professional development and participate in the school's scheme for Performance Management.
- promote and celebrate the successes of the school and foster a positive image to the whole community.
- model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

You will also undertake all the normal duties of a main scale teacher as set out in the national competencies standards.