

Job Description

Title & Grade of Post:	Second in Faculty: Mathematics TLR 2a
Postholder:	
Job Purpose:	Assist the Head of Faculty in raising achievement and developing teaching and learning across all year groups.
Reporting to:	<ul style="list-style-type: none"> Head of Faculty.
Professional Relationships:	<ul style="list-style-type: none"> The postholder is expected to adhere to the Teacher Standards and work with colleagues in school and with external agencies, with the aim of improving teaching and learning across and beyond the school.
Accountabilities	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> Act as Head of Faculty in the absence of the Head of Faculty. Support Head of Faculty in developing outstanding teaching in the faculty through observations, learning walks and work sampling activities and by providing specific targets for improvement. Maintain the high standards of behaviour within the Faculty by adhering to the school behaviour policy. Support the Head of Faculty in monitoring student achievement and in taking specific action where required. Contribute to the Faculty Improvement Plan and oversee the implementation of actions relating to Key Stage 3 and Key Stage 4. Ensure the effective operation of marking, assessment, recording and reporting systems, and the achievement of student targets across key stages. Be responsible for the co-ordination and evaluation of intervention strategies at Key Stage 3 & Key Stage 4. Provide in-school support for the induction and professional development of trainees assigned to the Faculty. Maintain and monitor Faculty resources and ensure that future resource requirements are planned in consultation with the Head of Faculty.
	<p>Teaching & Learning:</p> <ul style="list-style-type: none"> Plan, prepare and deliver high quality lessons to students at Key Stages 3 and 4. Ensure that lessons are differentiated appropriately for the needs of all students. Accurately assess and report on progress and any concerns to line manager and parents. Contribute to curriculum development work of the Faculty.
	<p>Pastoral:</p> <ul style="list-style-type: none"> Provide high quality pastoral care as a tutor to a group of students in one year group. Contribute to the wider aims of the school. Engage with and deliver the broad extracurricular experience offered to the students of Woodbrook Vale School.
	<p>Leading & Managing Staff:</p> <ul style="list-style-type: none"> Support the Head of Faculty in leading the Mathematics team to develop the Key Stage 3 Mathematics curriculum. Contribute to the appraisal of teachers within the Mathematics faculty.

Policy & Legal Framework	<p>Work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:</p> <ul style="list-style-type: none"> • School policies and guidelines on the curriculum and school organisation. • The Conditions of Service for School teachers in England and Wales and with locally agreed conditions of employment.
Other Duties	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example. • Take a role, both hands-on and through delegation, in ensuring the pastoral care of students, including use of the behaviour and rewards policy, progress and attendance of students. • Actively promote the school's policies. • Continue own CPD as agreed. • Comply with the school's health and safety policy and undertake risk assessments as appropriate. • Undertake any other duty required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Generic Duties & Accountabilities	<ul style="list-style-type: none"> • The accountabilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out within DfE statutory guidance • This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors • 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 applications or continued employment for any employee who develops a disabling condition • This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.
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Signed: (Postholder) Date:

Signed: (Headteacher) Date: