



## The Sacred Heart Language College Job Description

<b>Post</b>	Second in Charge of the Maths Department
<b>Responsible to:</b>	Head of Maths
<b>Purpose</b>	To support Head of Maths with the leadership and management of the department and to teach the KS3 and KS4 Maths programme
<b>Salary</b>	College Salary Scale + TLR 2C Fixed Term 12 months
<b>Version</b>	January 2025

### Responsibilities of Second in Maths:

#### Leadership

- Assist with the leadership and management of the Maths Department as directed by the Head of Department
- Lead some aspects of the internal Performance Development systems
- Take responsibility for some aspects of the Quality Assurance programme in conjunction with the Head of Department
- Use (or if appropriate, improve on) existing systems to monitor performance in Maths classes
- Set timely and meaningful formative assessments, with existing whole cohort tests as a minimum
- Identify students for intervention early, whilst maintaining student independence
- Assist the Head of Department in producing strategies with respect to areas for improvement

#### Teaching & Learning

- Promoting and seeking opportunities for innovative approaches to teach Maths, both in the post holder's own teaching and the way he/she encourages others
- Develop practice within the department to engrain deeper understanding of concepts
- Assist the Head of Department in sharing best practice
- Seek opportunities to collaborate with other Maths departments

#### Curriculum changes

- Assist the Head of Department in the delivery of the GCSE Specification, and any other curriculum changes that occur while the post holder remains in post
- Keeping up to date with specifications and assessment materials from examination boards and developing SoW and teaching strategies as assigned by the Head of Department
- Developing the post holders teaching and that of others teaching with the team.

#### Other Duties

- To fulfil all other duties, pastoral and academic, as required and directed by the Head of Department and Senior Leadership Team
- To cover for the Head of Department when necessary
- Within these specific requirements listed above, all teachers are expected to foster a lively and enthusiastic atmosphere within the subject for both students and staff
- To be responsible for Health and Safety in the classroom and surrounding area
- To act as a role model in promoting the ethos of the College
- To attend after College events as required by the Headteacher and members of the Senior Leadership Team



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### Post: Second in charge of Maths Department

### Person Specification

	Essential	Desirable
<b>Skills/ Qualifications/ Training</b>		
Qualification in the relevant subject	✓	
Qualified Teacher Status	✓	
Courses of further study relevant to the post		✓
A record of sustained, outstanding classroom practice	✓	
Evidence of active involvement in professional development	✓	
Excellent organisation skills	✓	
Excellent ICT skills		✓
Evidence of leadership skills/leadership experience		✓
<b>Knowledge and Understanding</b>		
A commitment to ongoing research into teaching and learning strategies	✓	
Excellent awareness of current educational developments	✓	
Excellent understanding of current issues related to the subject	✓	
Ability to plan lessons effectively	✓	
Evidence of high level classroom skills	✓	
An understanding of and commitment to the ethos of the College.	✓	
Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance	✓	
<b>Attributes</b>		
Commitment to safeguarding and promoting the welfare of children	✓	
Awareness of and adherence to relevant regulations and legislation, data protection and safeguarding requirements and a commitment to equality of opportunity	✓	
Willing and able to take responsibility.	✓	
Ability to work within a team	✓	
Resilience	✓	
A high level of problem analysis and solving	✓	
Understanding of impact of decisions	✓	
Awareness of the appropriateness and practicality of options.	✓	
Effective written and verbal communication skills.	✓	
Ability to listen/observe/acknowledge.	✓	
Openness, warmth and sensitivity	✓	
Excellent punctuality and professional conduct	✓	
Ability to think originally and creatively	✓	
Willingness to be fully involved in the life of the College	✓	
Energy, enthusiasm and a positive attitude	✓	
Good sense of humour	✓	