



Specialisms in Sport, Health Sciences and Enterprise
Principal Jane Fletcher M.Ed
11-19 Girls' Academy
Post 16 Mixed

Job Description
Second in charge of Maths

Responsible to: Principal

Reporting to: Head of Department

Overall purpose and accountability:

- To meet the requirements of the Teachers' Pay and Conditions document and to raise levels of achievement. To support the ethos of the Academy and in particular the Academy's Equal Opportunities policy.
- To provide high quality lessons which have an emphasis on active & independent learning and reflect, where possible, the specialisms of the Academy.
- To support the head of department, share responsibility for some aspects of the department and take over in the temporary absence of the head of department.

Specific Responsibilities:

1. Support the Head of Department in all elements of work including the performance management of team members. Take responsibility during absence, for any matters concerning the team and its work.
2. To assist the Head of Department in monitoring the quality of teaching in the department by regular lesson observations, homework and book checks, planner checks, rewards and sanctions, and to ensure that records for year groups are completed regularly.
3. To take a supportive role in monitoring the operation of rewards and sanctions.
4. To be the line manager for designated staff, as set out in the Performance Management Policy.
5. To monitor teachers' completion of progress reports, according to the published schedule. To ensure that target-setting and tracking are used

effectively to raise standards in accordance with the academy's protocols and policies.

6. To assist the Head of Department in the support and induction for NQTs, GTPs, new, supply and ancillary staff allocated to the department, where appropriate.

7. To ensure that the curriculum and schemes of work in Key Stages provide for differentiation, continuity and progression in students' learning. Schemes of work should meet statutory requirements and contain key aspects of literacy, numeracy and ICT with a focus on active learning.

8. To lead by example through demonstrating and achieving high standards of professionalism which raise expectations and standards of students' achievement, motivation and behaviour.

9. To support behaviour management and ethos in Key Stage. To organise and implement the Key Stage detention system including follow up administration.

10. Organise the continued development and implementation of differentiated work for the Key Stage National Strategy. Review resources to meet the requirements of the National Strategy, demonstrating a sound knowledge of requirements at Key Stage levels. To support and contribute to the development of the 14-19 curriculum.

11. To teach across the age and ability range up to post 16.

12. To carry out whole Academy and departmental policies concerning marking, recording, assessment and monitoring students' progress and the setting of homework.

13. To ensure cover work is available for cover teachers.

14. To give support and training to the other members of the Department in developing resources and providing a good learning environment in teaching areas and those areas associated with them. To ensure a good display of students' work at all times.

15. To ensure that classrooms are stimulating learning environments with good display promoting students work.

16. To produce a folder of exemplar materials of work at different levels for teachers, to enable in Department standardisation.

17. To support the Head of Department in developing and implementing the department improvement plan and department self review.

18. To support the Head of Department in the presentation of the Department at Open Evenings.

19. To liaise with the Learning Support teams to ensure adequate attention is given to specific student difficulties and talents.

Generic responsibilities:

- To adhere to the Academy's corporate standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management and ICT.
- To set a personal example that contributes to the positive ethos of the Academy.
- To agree annual performance targets with the Line Manager, with a view to supporting your own continuous professional development.
- To take responsibility for your own learning and development.
- To teach a subject throughout the Academy.
- To represent the Academy at relevant events.
- To undertake any other duties that may reasonably be required by the Principal.

Success criteria:

- Whole Academy policies are appropriately reflected and adhered to throughout the curriculum area.
- Your teaching contributes to the achievement of the vision for the Academy as a whole
- Your teaching challenges girls of all abilities and from all cultures represented amongst the student body.
- You provide a stimulating and safe environment for high quality teaching and learning.
- Student performance is monitored and regular reports are used to ensure that students' needs are met.
- Your lessons emphasise active learning and are observed to be "good" or better.

Development and review of job description:

This is a description of the job as it is constituted at the date shown. It is the practice of the Academy to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right following consultation to make changes to the job description.

Other duties and responsibilities expressed and implied which arise from the nature and character of the post.

The 10 Personal Qualities we are looking for

We are looking to develop a team of people who together bring a set of unique skills and qualities that when linked, create a high quality and dynamic team. The qualities of the team that we are seeking to create, will clearly be diverse and contrasting, but are likely to be made up of the following.

1. A capacity for hard work.
2. The ability to inspire leadership and fellowship.
3. To truly believe that young people can be successful in spite of their public persona.
4. To be ambitious for yourself and to want the opportunity of running your own school/Academy.
5. High level interpersonal skills.
6. Excellent time managers.
7. The ability to remain calm under pressure or in stressful situations.
8. The ability to take time out and think before making an important decision.
9. The ability to respond positively to constructive criticism.
10. The ability to deliver constructive criticism.

The Harris Federation of South London Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signature:

Date:

EMPLOYEE SPECIFICATION

POST:	Second in charge of Maths
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EMPLOYMENT HISTORY:	Essential	Desirable
1. Relevant Degree & QTS	✓	
2. A variety of teaching experiences in more than one Academy or School.	✓	
3. Urban teaching experiences within a multicultural ethnically diverse School community.		✓

KNOWLEDGE/SKILLS:	Essential	Desirable
4. Excellent Teaching Skills	✓	
5. Excellent presentation and organisational skills.	✓	
6. Ability to develop supportive working relationships with colleagues, parents, governors, partners and LA.	✓	
7. Knowledge of curriculum and assessment issues.	✓	
8. Knowledge of current educational developments.	✓	
9. An appreciation and application of the latest theories of learning.		✓
10. Excellent interpersonal and communication skills.	✓	
11. Excellent ICT skills.	✓	
12. The ability to work under pressure and to deadlines.	✓	
13. Experience of implementing current educational developments.	✓	
14. Practical experience of developing and implementing key policies within an Academy.		✓
15. Experience of working in partnership with other institutions/agencies.		✓

16. Experience of communicating effectively to a variety of audiences.		✓
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OTHER JOB RELATED CHARACTERISTICS:	Essential	Desirable
17. Perception of self as a “leader”.	✓	
18. Ability to contribute to whole Academy development.	✓	
19. Energy and enthusiasm.	✓	
20. A problem solver.	✓	
21. Excellent health and attendance record.	✓	
22. Ability to develop positive relationships with young people.	✓	
23. Enjoy working with young people.	✓	