

ROLE SPECIFICATION – SECOND in CHARGE MATHEMATICS DEPARTMENT

Job Title:	Second in Charge Mathematics Department
Grade	Teaching and Learning Responsibility 2B £4,773
Accountable to:	Head of Teaching and Learning - Mathematics
Location:	Downlands Community School
Start date:	1st September 2021

MAIN PURPOSE OF THE ROLE:

In addition to the requirements of a class teacher and any other agreed responsibilities:

- To be accountable for learning and achievement in Mathematics at Key Stage 4 and to support and develop a team of teachers focusing on that Key Stage

ACCOUNTABILITIES AND TASKS

Accountability	Task
<p>Strategic direction and development of the subject area or Key Stage (with the support of and under the direction of, AHT – Mathematics)</p>	<ul style="list-style-type: none"> • Develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning • To help develop plans for the Mathematics Department which identify clear targets, time scales and success criteria for its development and/or maintenance in line with the school development plan. • To help develop quality assurance procedures that monitor progress and evaluate the effects on teaching and learning by working along side colleagues, analysing work and outcomes • To ensure that information concerning Key Stage 4 Mathematics is available. • To support whole school policies • To monitor and support the implementation and effectiveness of these policies within the department at Key Stage 4

	<ul style="list-style-type: none"> • To plan and manage groupings of pupils at Key Stage 4 by organising the movement of pupils between groups and keeping up to date lists • To respond to parents of Key Stage 4 pupils • To ensure that national requirements for Key Stage 4 assessment are followed and efficiently managed • To plan and organise departmental input for Key Stage 4 parents information evenings • To represent the department at network meetings
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • Ensure continuity and progression in Mathematics by supporting colleagues in choosing the appropriate sequence of learning and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan • Evaluate the teaching in Mathematics by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement and take effective action to improve further the quality of learning and teaching
<p>Leading and Managing staff</p>	<ul style="list-style-type: none"> • Enable all teachers to achieve expertise in planning and teaching in Mathematics through example, support and by leading or providing high quality professional development opportunities • Effectively advise and support other teachers in the department • Provide clear feedback, good support and sound advice to others • Provide examples, coaching and training, where necessary, to help others become more effective in their teaching • Help others evaluate the impact of their teaching on raising pupils achievement • Through the Head of Department, ensure that the Headteacher, Senior Leadership Team and Governors are well informed about policies, plans, priorities and targets for the subject and these are properly incorporated into the school development plan • To act as a mentor to trainee teachers or teachers new to the department

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| | <ul style="list-style-type: none">• To contribute to the provision of a professional development programme for staff• To monitor and evaluate the aspects of the work of the department for which the post holder is responsible• To assist the Head of Teaching and Learning – Mathematics in ensuring the effective use and care of the departmental area• To represent the department in the absence of the Head of Teaching and Learning• To manage delegated areas of the departmental budget in line with departmental development plans. |
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This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary, in consultation with the Governing Body.

Mathematics – Second in Charge of Mathematics Department – Person Specification

Knowledge and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> - The holder of an honours degree in a relevant subject - QTS and a background of relevant, successful teaching - A clear philosophy of how successful learning is promoted and why the subject should be taught - Good subject knowledge that enables learners of all abilities to achieve high outcomes - A good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning, to provide opportunities for all learners to achieve their potential. - Previous leadership of/ involvement in curriculum developments - Familiarity with current curriculum developments and strategies in the subject at a national level - Committed to the role of the form tutor and to the academic and social progress of the pupils in the tutor group - Knowledge of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people 	<ul style="list-style-type: none"> - Able to manage people effectively, set high standards, to administer efficiently, to work collaboratively and to give leadership to colleagues - Confident use of ICT with the ability to use it to enhance pupil learning in the classroom - Able to use assessment for learning and assessment data to raise standards of achievement in groups of learners - Able to communicate effectively with a wide variety of people, including pupils, parents and colleagues - Good teaching skills that enable learners of all abilities to make at least the progress expected - The ability to personalise learning so that pupils with special needs, the more able and other identified groups make at least the progress expected - Good classroom and behaviour management skills with high expectations of pupil learning and behaviour - Ability to motivate students of all levels and make learning enjoyable - Good inter personal skills that promote good relationships with pupils, parents and colleagues - 	<ul style="list-style-type: none"> - Enthusiastic and committed to the teaching of the subject in a comprehensive school - Creative in problem solving together with a willingness to take on new approaches and ideas - A positive attitude towards continuing professional development and their own learning with ambition for further development and promotion - Enthusiasm and resilience to cope with the challenges ahead - Reliability and integrity

Downlands School - Second in Charge Mathematics

Downlands Community School is a thriving, 11-16, mixed, comprehensive school, set in an enviable location at the foot of the beautiful South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website.

The vacancy arises due to the appointment of the previous Second in Department being appointed as Head of Department. This is an outstanding opportunity for an ambitious teacher who is an outstanding practitioner to work with the new Head of Department, build on previous success and take the Department to the next stage of its development.

Ofsted has graded the school outstanding. Progress for all ability groups have been in the top quintile for Progress 8 from 2017-2019.

An important aspect of the new Second in Department's role will be to secure the progress measures that confirm that the Department continues to achieve outstanding outcomes.

The Department's vision is to develop confidence and mastery within and across topics. We want pupils to engage in Mathematics, discussing and explaining ideas, challenging and teaching one another, creating and solving each other's questions, and working collaboratively to share methods and result.

The Department

The Mathematics Department consists of eight specialist teachers and one specialist intervention coordinator. The department's lessons benefit from the use of ICT, text books and interactive teaching resources, which are taught in a dedicated Mathematics wing in which all classrooms have Interactive Whiteboards.

Applications

Applications should be made on a West Sussex application form for teaching posts with short listed candidates required to complete together a "Safer Recruitment Form". Applications should be emailed to: mhill@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Please let us know if you have registered with the DBS Update Service.

The job will be offered subject to satisfactory references, criminal record and health checks.

A copy of the staff dress code can be found on the school website

The start date is **1st September 2021**.

The closing date for applications is **Thursday 6th May 2021 though we reserve the right to bring this date forward if there are sufficient applications**. Interviews are expected to be held soon after the closing date. Applicants who have not heard from us by Tuesday 11th March should assume they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill.
Email: mhill@downlands.org or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.