

## **JOB DESCRIPTION**

**POST:** Second in Maths

**GRADE:** TLR 2.1

### **RESPONSIBLE TO:**

The post holder is accountable to the Head of Department and all members of the Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### **PURPOSE:**

The TLR postholder is critical to the success of the Academy in improving outcomes for all students within the curriculum area through driving up standards in the department and deputising for the Head of maths as appropriate.

The TLR Postholder will act consistently as a model of best practice to other colleagues and work closely with the Curriculum Area Leader in driving up progress and achievement for all students.

### **MAIN DUTIES & RESPONSIBILITIES:**

To carry out effectively the duties of a teacher and school leader as set out in the current School teachers Pay and Conditions document and to meet the standards expected of a qualified teacher.

The Second in maths would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out:

- To work with the Head of Department to lead and manage the Department through enriching the schemes of work, enriching extra-curricular activities & opportunities and development of the Department's place within the school, managing administration as required.
- To work with the Head of Department on the development of Teaching & Learning across the department. Creating and resourcing teaching materials to distribute to colleagues so that good practice is continually shared, and lessons are well planned.
- To continually promote and develop high quality teaching and contribute to the continuing professional development of department staff at curriculum meetings and as part of the whole Academy CPD cycle with a key focus being on the development of practice and subject knowledge.
- To interpret and analyse student and cohort level progress data and produce suitable action plans for a given group or key stage.
- To identify underachieving pupils across an area/key stage and put in place suitable actions/intervention to ensure possible achievement gaps are closed rapidly and underperformance is prevented.
- To contribute to the mentoring/ development of trainees and NQTs in the department and ensure that relevant records are securely upheld.
- To contribute to the grouping of students within an area or key stage.
- To work alongside the Curriculum Area Leader to manage resources in line with the Academy priorities.
- To undertake work scrutinies regularly with the Curriculum Area Leader.

### **ACCOUNTABILITY:**

- To improve student outcomes in the curriculum area.
- To meet on a regular basis with the Curriculum Area Leader to improve attainment and progress.
- To be responsible for ensuring students meet their given targets.

### **STRATEGIC DIRECTION AND DEVELOPMENT:**

- To contribute to the development and consistent implementation of Academy policies and practices that promote high achievement, attainment and inclusion through effective teaching and learning.
- To play a key role in creating an environment within which students and staff develop and maintain positive attitudes towards each other, their environment, their community and their teaching and learning experiences.
- To contribute to the Academy Improvement Plans with regards to development of teaching and learning on a whole school level in conjunction with the leadership team.
- To work in partnership with other Academies within and beyond the Trust, other relevant schools and agencies in order to learn more about the ways that other institutions are successfully effecting change and transformation.

### **CAREER AND PROFESSIONAL EXPERTISE DEVELOPMENT:**

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-Academy events and strategies in order to foster greater awareness of whole Academy strategic planning.
- To take part in relevant Leadership Development programmes where possible in order to develop expertise and plan for future career development.

### **GENERAL:**

- To promote and support AAG's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

**ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....

**Post Holder**

One copy to be retained by member of staff and one kept on the employee’s file.

**Authentic Education Group is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974**

**Outstanding Achievement for All**