

MATRIX ACADEMY TRUST
Job Description – Second in Maths

Reports to:	Director of Maths
Responsible for:	<ul style="list-style-type: none"> • Improving the quality of the curriculum in Maths. • Implementing staff materials to support teaching. • Providing training to develop the standard of teaching. • Raise achievement in Maths.
Main Purpose:	<ul style="list-style-type: none"> • (in addition to that expected of the classroom teacher) proactively implementing any process, policy, system or activity that promotes raising the standards of Teaching & Learning and working towards improving achievement. • Work effectively with the Director in Maths to ensure coordinated high quality leadership and management.
Main Activities:	<ul style="list-style-type: none"> • Contributing to the management of the department, attending meetings and cascading information to the department. • To respond to day to day issues within the Curriculum Area, constantly displaying professionalism and using initiative along with commitment to the department's Development Plan. • Develop teaching and learning within the Curriculum area. • Work collaboratively and sharing good practice with staff members. • Leading the development/acquisition of an environment for learning and produce learning resources that are stimulating and motivating, promoting the engagement of all pupils within Maths. • Reporting to Director of Maths on pupil performance within Maths. • Reporting to Director of Maths on the impact of implemented teaching and learning strategies. • Identifying CPD needs, facilitating and coordinating CPD opportunities within Maths. • Developing and improving the skills and knowledge of all staff in the curriculum area and disseminating good practice across the department. • Syllabus/course selection, to develop learning and attainment for all years and key stages in Maths. • Developing lesson material within the department to facilitate learning. • Providing a professional role model as a lead teacher in the department. • Monitoring the production of Controlled Assessment and Coursework, developing strategies to ensure it is completed to the expected standard and that deadlines are clearly set and shared. • Monitoring the development and implementation of examinations and assessment opportunities to comply with school expectations. • Lead enrichment activities to engage pupils and foster a love of language learning.

<p>Pastoral System:</p>	<ul style="list-style-type: none"> • To act as a form tutor and monitor and support pupils progress, within your tutor group. • Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
<p>Additional Duties:</p>	<ul style="list-style-type: none"> • Adhere to the Teacher Standards • To play a full part in the life of the school community and to support its distinctive mission and ethos. • To encourage pupils to follow this example. • To actively support school policies. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date: