



BEBINGTON HIGH SPORTS COLLEGE

JOB DESCRIPTION

Post Title:	Second in Mathematics
Purpose:	<ul style="list-style-type: none">• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.• To contribute to the overall success of the curriculum area by working in partnership with the SLT Line Manager and other staff in the area.• To act as a Subject or Assistant Leader for Learning and Teaching, and be responsible for leading and developing this specific area/aspect.• To monitor and support the overall progress and development of students as a leader within the subject and as a Form Tutor.• To work within the requirements and the spirit of the Re-modelling Initiative and ensure staff comply with the regulations concerning the 24 tasks removed from teachers.• To have oversight of all Key Stages 3-5 and lead a Key Stage as appropriate.
Reporting to:	Curriculum Co-ordinator
Responsible for:	The Leadership and Management of a subject and the provision of a full learning experience and support for students' progress.
Liaising with:	Headteacher/Deputy, Assistant Headteachers, Subject Leader, Year Managers and relevant non-teaching support staff, LA representatives, external agencies and parents.
Working Time:	<ol style="list-style-type: none">a. A teacher employed full-time shall be available for work for 195 days in any year, of which 190 days shall be days on which he/she may be required to teach students in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if the employer so directs by the Headteacher.b. Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any year, those hours to be allocated reasonably throughout those days in the year on which s/he is required to be available for work.

	<p>c. Time travelling to or from the place of work shall not count against the 1265 hours referred to above.</p> <p>d. A teacher shall not be required to under his/her contract to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm.</p> <p>e. A teacher shall, in addition to the requirements above, work such additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including, in particular, the marking of student's work, the writing of reports on students and the preparation of lessons, teaching materials and programmes. The amount of time required for the purpose beyond 1265 specified hours referred to above and the times outside 1265 hours at which duties shall be performed shall not be defined by the employer but shall depend upon the work needed to discharge the teachers' duties.</p> <p>f. In this section 'year' means a period of 12 months commencing on 1 September unless the school's academic year begins in August in which case means a period of 12 months commencing on 1 August.</p>
Salary:	TLR2b
Disclosure Level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning:	<ul style="list-style-type: none"> • The day-to-day management, control and operation of course provision with the area, including effective deployment of staff and physical resources. • To actively monitor and follow up student progress. • To act as a monitoring agent with the Subject Leader to check that health and safety policies and practices, including risk assessments, throughout the curriculum area are in line with the national requirements, are updated where necessary, liaise with the school's Health and Safety Officer. • To act as a 'check' in ensuring that educational visits are properly managed, planned for and meet the necessary legal and health and safety requirements. • To lead and manage the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment, homework policies, assessment learning and teaching strategies in the curriculum area. • To assist in monitoring and following up student progress. • To support the implementation of school policies and procedures, e.g. Equal Opportunities, Health and Safety, Pedagogy and Practice, Every Child Matters, Extended Services. • To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

	<ul style="list-style-type: none"> • To assist in the management of the business planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of the students within the curricular area and the aims and objectives of the school. • To support the relevant manager in the application of ICT in the subject. • To liaise with Subject Leaders to develop Learning and Teaching strategies and ensure that these will fully reflect the objective of the School Improvement Plan.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the SLT Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the school's strategic objectives and in line with the SIP and SSE.
Curriculum Development:	<ul style="list-style-type: none"> • To support and promote curriculum development within the subject and support the SLT Line Manager in developing the range of curriculum opportunities in the area. • To keep up-to-date with national developments in the curriculum area and teaching practice and methodology. • To encourage the enrichment of the curriculum through links with the community including Business links.
	<ul style="list-style-type: none"> • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels and to communicate them to the SLT Line Manager. • To liaise with the SLT Line Manager to maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To work with the SLT Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To undertake Performance Management reviews. • To provide leadership and management to other teachers and non-teachers in the subject area. • Provide advice and support on staffing needs and to participate in recruitment, interviewing and induction of new staff in line with school procedures. • To ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme. • To be responsible for the day-to-day management of staff within the subject area and act as a positive role model.

Quality Assurance:	<ul style="list-style-type: none"> • To play a key role in ensuring common standards of practice within the curriculum area and in developing the effectiveness of learning and teaching styles in all subject areas within the curriculum area. • To ensure that the academic area's quality procedures meet the requirements of self evaluation and the strategic plan. • To implement school quality assurance procedures and to ensure adherence to those within the subject. • To contribute to the school procedures for lesson observation. • To participate in the monitoring and evaluation of the subject in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required.
Management Information:	<ul style="list-style-type: none"> • To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken. • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • To ensure that analysis and evaluation of performance data provided is used fully. • To implement Action Plans within the quality assurance cycle. • To produce commentaries on examination performance, including the use of value added data. • To identify and ensure correct exam entries within the subject. • To produce commentary in examination performance, including the use of VA/CVA with DHT and SLT Line Manager. • In conjunction with the relevant person to manage the subject areas collection and analysis of data. • To provide the SLT Line Manager with relevant information relating to the curriculum's performance and development.
Communications:	<ul style="list-style-type: none"> • To help ensure that all colleagues in the subject area are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the subject area's vision and interest.

<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To collect relevant materials for school publications e.g. photographs, reports for press releases and school newsletters. • To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Student Review Days, Celebration Evenings and liaison events with partner schools. • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings etc. • To actively promote the development of effective subject links with external agencies including business and the wider community.
<p>Management of Resources:</p>	<ul style="list-style-type: none"> • To support the SLT Line Manager in managing the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum area's budget, acting as a cost centre holder, overseeing the requisition, organising and maintenance of equipment and stock, and keeping appropriate records with due regard to the re-modelling agenda. • To work with the SLT Line Managers in order to ensure that the curriculum area's teaching commitments are effectively and efficiently timetabled and roomed. • To identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other curriculum areas to ensure a sharing and effective usage of resources to the benefit of the school and the students.

<p>Cover:</p>	<ul style="list-style-type: none"> • Supervising and, so far as practicable, teaching students whose teacher is not available to teach them, provided that no teacher shall be required to provide cover: <ul style="list-style-type: none"> a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days or b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the school for two or more days before the absence commenced, unless: <ul style="list-style-type: none"> (i) s/he is a teacher employed wholly or mainly for the purpose of providing such cover (supply teacher) or (ii) the school/governing body (as the case may be) have exhausted all reasonable means of providing a supply teacher to cover without success or (iii) s/he is a full time teacher at the school but has been assigned by the Headteacher in the timetable to teach or carry out other specified duties (except cover) for less than 75% of those hours in the week c) Shall cover no more than 38 hours per year.
<p>Public Examinations:</p>	<ul style="list-style-type: none"> • Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations, recording and reporting such assessments and participating in arrangements for such examinations.
<p>Student Progress System:</p>	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the subject area and report to the SLT Line Manager. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role. • To contribute to PSCHE, Citizenship and Enterprise according to school policy. • To ensure that the Behaviour policy in the subject is implemented so that effective learning can take place.
<p>Student Progress Teaching:</p>	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with duties of a standard scale teacher.

Other Specific Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

Signatures:

Teacher **Date**
Headteacher..... **Date**