

JOB DESCRIPTION

JOB TITLE	Second-in-Department - Mathematics
DEPARTMENT/SECTION	Mathematics
REPORTS TO	Head of Department (Mathematics)

JOB SUMMARY:

The Second-in-Department – Mathematics is a unique leadership position within the large and successful Mathematics Department at Forest and would serve as excellent preparation for a Head of Department role or other leadership of learning role.

The current postholder has shaped and defined the role effectively but their successor would have the opportunity to develop its significant scope and make it their own. This is not merely a traditional Second-in-Department role but a unique position that will make a specific contribution in this key subject area to the whole-school project of further enhancing teaching and learning. The successful candidate will be able to think strategically, and at the curriculum level, to help maximise pupil progress and outcomes. They will be an outstanding classroom practitioner and will have had experience in designing effective learning sequences and opportunities.

Working alongside the Head of Department, the Second-in-Department will help craft an outstanding, expert culture of teaching and learning within the department, supporting the school's overall development goals. The Second in Department will have significant responsibility for the development and quality assurance of teaching and learning in general and at KS4 in particular. The Second in Department will report to the Head of Department, will attend Head of Department Strategic Pods, and will also have regular meetings with the Deputy Head Academic. They will play a key role in shaping intervention practices, reflecting on progress data and mapping out strategies to support and challenge pupils in Mathematics.

KEY DUTIES AND RESPONSIBILITIES:

Working with the Head of Department, the responsibilities of the role include:

Teaching and Learning

- Contribute to and own parts of the department's learning development plan, monitoring its implementation and success
- quality assure teaching & learning within the department to ensure consistency and continual development
- help ensure teaching is sufficiently motivating and differentiated for all learners across the department
- review the department's feedback policy and practice to ensure they help all learners make progress

Curriculum

- plan and create coherent schemes of work, teaching materials and assessments that promote progression for all pupils while consolidating understanding of the fundamental and foundational elements of mathematics

- take full responsibility for all aspects of KS4

Professional Development

- observe and coach members of the department to support their professional development, inspiring them to strive for expertise in all areas of teaching and learning
- support the Head of Mathematics with the appraisal of colleagues within the department and to lead on these as directed
- lead on aspects of teaching and learning within departmental meetings
- provide tailored CPD to the department in response to the identified priorities

Pupil Progress

- with the Head of Department, review assessment data and plan individual/group/departmental strategies to meet the identified needs of learners

Wider Role

- actively contribute to all Heads of Department meetings
- meet and consult regularly with the Head of Department
- be involved with both pupil and teacher recruitment
- contribute to marketing materials that promote the department's teaching and learning ethos
- to respond to any reasonable request for work that falls outside this specification
- deputise for the Head of Department where appropriate and reasonable

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class,
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Warden or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.
- Take part in the School's performance management scheme and appraisal

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

SAFEGUARDING:

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.