

Great Academy Ashton
(Part of Great Academies Education Trust)

JOB DESCRIPTION

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| Post: | Second in Maths with responsibility for KS4 |
| Reporting to: | Head of Department |
| Salary Scale: | TLR 2A (£3,214) |
| Academy Type: | The Academy is a publicly funded secondary Academy for pupils aged 11 – 16 |
| Immediate Team: | Director of Learning (Maths) Lead Practitioner (Maths) <u>Assistant Head of Maths (KS4 Coordinator)</u> Key Stage 3 Coordinator (Yrs. 8&9) Key Stage 3 Coordinator (Transition & Yr7) Teachers of Mathematics |

JOB PURPOSE

Securing outstanding Teaching and Learning. Ensuring all students make expected progress or better in maths. Supporting all aspects of numeracy development within the designated key stage.

SPECIFIC RESPONSIBILITIES

- Supporting the strategic leadership of the department, including the setting and achievement of improvement objectives;
- Taking overall responsibility for an area of provision, such as a key stage or practice strand
- Assisting the Head of Department in ensuring that there is an effective individual assessment, recording and reporting system for pupil progress in the subject.
- Monitoring and evaluating progress towards meeting pupil achievement targets;
- Developing strategies to raise achievement of underachieving student groups, including disadvantaged, HAPs, students with EAL or SEN;

- Delivering excellent teaching practice and raising standards of teaching and learning within maths, following our T&L expectations, in line with Academy targets;
- Establishing and embed robust monitoring, evaluation and review procedures in maths;
- Engaging in coaching and mentoring to promote effective teaching in others;
- Sharing an up-to-date knowledge of subject, national developments, pedagogy, classroom management, research and inspection findings with colleagues;
- Providing leadership to other department staff, under the direction of the Head of Department, to ensure all students make expected progress or better
- Supporting the implementation of a numeracy strategy across the designated key stage to increase students' mathematical skills to at least chronological levels;
- Work with KS2 Transition Manager to develop KS2 and KS3 links with partner Primary schools
- Any other duties which may, from time to time, reasonably be required by the Principal and are within the general level of responsibility of the post.

LINE MANAGEMENT RESPONSIBILITIES

To take line management responsibility for the following staff:

An agreed caseload of teaching staff within the department

- Conduct performance appraisals in accordance with Academy policy
- Manage a caseload of staff, taking responsibility for attendance management and performance management of this team
- Participate in the recruitment and selection of new staff to the team

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.