



The Schelwood Trust

Beechwood School
Job Description – Second in Department for Mathematics

Responsible to: Head of Department

Main purpose of the job

The colleague appointed will support the Head of Department in Mathematics. The successful candidate will be expected to play a full role in formulating the strategic development plan in this subject area and subsequently of playing a significant role in the successful implementation of this plan. This is a position for an effective practitioner keen to develop significant leadership and management skills. The person appointed would be expected to have the capability to progress to subject leadership within 3 to 5 years.

Key Responsibilities

Shaping the Future

- Support the Head of Department in establishing a vision for the future development of the department.
- Play a leading role in the departmental improvement planning process, taking account of the agreed priorities of the school.
- Assisting the Head of Department in the development and appropriate implementation of programmes of study and Schemes of Work
- Assisting the Head of Department in the development, reorganisation and monitoring proper user of departmental resources.
- Contribute to the identification of key areas of strength and those to develop within the department.
- Work to a high standard in implementing agreed policies, priorities and expectations so as to set a good example for other colleagues.
- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account.

Leading Learning & Teaching

- Share responsibility for the analysis of key departmental performance data, to ensure priorities are appropriate and improvement in standards is promoted and secured.
- Assisting the Head of Department in monitoring of the quality of learning and teaching within the department through established procedures (observations, monitoring of assessment and recording).
- Provide training for staff on effective teaching & learning.
- Promote the active involvement of students in their own learning.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of students in the school.
- Support the development of an effective assessment framework.
- Promote the use of ICT to enhance and extend students' learning.
- Monitor and evaluate classroom practice.
- Provide support for colleagues in improving their classroom practice.

Developing Self and Working With Others

- Promote and safeguard the safety and welfare of children and young people.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the department.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

Managing the Organisation / Department

- Contributing to a regular review of the organisation of the department to ensure it meets statutory requirements.
- Developing action plans in specified areas of responsibility, in order to bring about improvements.
- Contributing to the planning process for the distribution of resources, to ensure they meet the department's identified priorities.
- Taking responsibility for the Performance Management of identified staff as appropriate and requested.
- Contributing to regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.

Securing Accountability

- Support the Head of Department in Mathematics meeting his/her responsibility to account for the performance of the department.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.
- Be able to use data effectively to track progress and raise achievement.

Strengthening Community

- Gain an understanding of the diversity of the school community.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Contribute to the development of a curriculum which provides students with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement.
- Strengthen and promote further links within the community.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Beechwood School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working together to safeguarding children" and "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.