



# Ark Elvin Academy

## Job Description - Second in charge Maths

**Reporting to:** Head of Department

### **Key responsibilities**

- To plan, resource and deliver lessons and sequences of lessons to the highest standard, thereby ensuring meaningful learning takes place and pupils make rapid and sustained progress
- To continue the development of the curriculum in Mathematics – at Key Stage Three through alignment to and development of Maths Mastery; at Key Stage Four and Five through rigorous planning towards the GCSE specification
- To coach and mentor developing teachers within the department
- To fully implement all academy routines and techniques for creating a culture of high expectations
- To contribute to the enrichment, extra-curricular and raising aspirations programmes
- To contribute to the effective daily working of the academy.

### **Outcomes and Activities**

#### **Teaching and Learning**

- With direction from the Head of Department and within the context of the academy's curriculum and schemes of work, to plan and prepare effective teaching schemes and lessons - including development of Maths Mastery at Key Stage Three
- To teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- To use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
- To develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in pupil achievement
- To ensure that all pupils achieve at least expected progress and the majority of pupils make more than expected progress
- To maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
- To implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times

- To participate in preparing pupils for external examinations

### **Academy Culture**

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline
- To be alert and active on issues relating to pupil welfare and child protection
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

### **Other**

- To undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Head of Department or Principal.

## **Person Specification: Maths Teacher: Second in Charge**

### **Qualification Criteria**

- Qualified to at least degree level in a suitable subject
- Qualified to teach and work in the UK

### **Experience**

- Evidence of being an outstanding teacher of the subject.

### **Knowledge**

- Up to date knowledge in the curriculum area
- An understanding of what an outstanding education looks like in the classroom
- An understanding of the strategies needed to establish consistently high expectations

### **Behaviours**

#### **Leadership**

- Effective team worker
- High expectations for accountability and consistency
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Effective listening skills that lead to a strong understanding of others
- Commitment to the safeguarding and welfare of all pupils.

#### **Teaching and Learning**

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to pupils' needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check.