

Penryn College

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Head Teacher: Mr P Walker



Penryn
College

"Achieving through Challenge"

Post Title:	Second in Department for Maths
Working Time:	Full-Time, as specified within the STPCD
Reporting to:	Head of Maths/SLT Link as well as being actively involved in school leadership.
Responsible for:	<ul style="list-style-type: none">• Student's learning outcomes within the Maths curriculum.• Departmental staff, including departmental TLR post holders, Teaching Assistants and other relevant personnel within the department.• Teaching Assistant with responsibility for Intervention.
Liaising with:	Head of Maths, Headteacher, Leadership Team, other HOD's, HOH, teachers and support staff, LEA representatives, external agencies and parents.
Disclosure:	Enhanced DBS
Purpose:	<ul style="list-style-type: none">• To support the Head of Maths to raise standards of student attainment and achievement within the Maths curriculum area and to monitor and support student progress.• Under the leadership of the Head of Maths to be accountable for student progress and development within the department.• To support the Head of Maths to develop and enhance the teaching practice of others within the department.• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.• To support the Head of Maths in leading, managing and developing the department.• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.• To ensure there is a strong subject related study support programme to offer students the chance to participate and develop excellence.

Operational/ Strategic Planning	<ul style="list-style-type: none"> • To take responsibility along with the Head of Maths for the high quality teaching delivery in the department, including developing individual training plans for members of staff linked to performance management objectives. • To support the Head of Maths with the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • To support the Head of Maths with the day-to-day management, control and operation of course provision within the department including effective deployment of staff and physical resources. • To actively monitor and follow up student progress ensuring plans are in place for students who are in danger of underachieving. • To implement school policies and procedures, for example Equal Opportunities, Health and Safety, COSHH. • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. • To work with the Head of Maths to lead and manage the business planning function of the department and to ensure that the planning objectives of the department reflect the needs of students within the subject area, the school and department SET and the aims and objectives of the school. • To work with the Head of Maths to ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager. • To work with the Head of Maths and SLT member responsible for Teaching and Learning, to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To support the Head of Maths to foster and oversee the application of ICT in the department, including the development of materials for Open Learning.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the SLT link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan. • To be accountable for the development and delivery of Maths throughout the school. • To support the whole school literacy and numeracy policies.
Curriculum Development:	<ul style="list-style-type: none"> • To support the Head of Maths to lead curriculum development including linking in study support in twilight hours, school on Saturday and the holiday programme. • To keep up to date with national developments in the department area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional, local and school levels. • To liaise with the SLT link/Exam Officer to maintain accreditation with the relevant examination and validating bodies.

Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the appropriate professional duties. • To teach students according to their educational needs, including the setting and marking of all class work and coursework to be carried out by the students in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure the ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students, which meets internal and external quality standards. • To prepare and update subject materials. • To set cover work when on leave of absence. • To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required. • To liaise with SENCo and the form tutor over students with special educational needs and to modify teaching accordingly.
Staffing:	<ul style="list-style-type: none"> • To be responsible, with the Head of Maths for the efficient and effective deployment of the faculty's support staff as appropriate. • To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated area. • To make appropriate arrangements for classes when staff are absent, liaising with the Cover Administrator to secure appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure efficient induction of new staff in line with school procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme. • To participate in the school's training programmes as appropriate. • To ensure the effective efficient deployment of classroom support. • To be responsible for the day-to-day management of staff within the department in the Head of Maths absence and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems and ensure the department SEF is kept up to date. • To support the Head of Maths to establish the process of the setting of targets within the department and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department, including the study support activities. • To contribute to the school procedures for lesson observation. • To support the Head of Maths to monitor and evaluate the curriculum area/department in line with agreed procedures including evaluation against quality standards and performance criteria. • To support the Head of Maths to monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • To make use of the analysis and evaluate performance data provided. • 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 produce reports within the monitoring cycles for the department. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the Head of Maths, SLT, Data Manager, Exams Officer and others to manage the department's collection of data. • To provide the Governing Body with relevant information relating to the department's performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department 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 positively represent the department's views and interests.
Marketing & Liaison:	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities e.g. the collection of material for press releases. • Planning or attending where necessary liaison events in school and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To support the Head of Maths to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the Head of Maths and SLT link in order to ensure that the departments teaching commitments are effectively and efficiently time-tabled and roomed. • To work with the Study Support Manager to extend and develop the study support programme in Maths.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department ensuring each pupil makes maximum progress. • 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 contribute to PSHE/Citizenship and Enterprise according to the school policy. • To ensure the school's Behaviour Management systems are implemented in the department so that effective learning can take place. • To be familiar with the school's Child Protection Policy and to report concerns to the designated Child Protection Officer.
Form Tutor Duties:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the tutor group and ensure plans are in place to support an underachievement. • To offer care and support to students in all aspects of their academy life and prepare them for adult life; • To develop an understanding and knowledge of each student as an individual; • To enable students to play an active role in all aspects of the school's tutorial and PSHE programme; and • To undertake all administrative tasks to ensure the smooth day-to-day running of the school.

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 undertake duties before school and at break, on a rota basis. • 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 and Safety Policy and undertake risk assessments as appropriate. • The post holder may deal with sensitive material and should maintain confidentiality in all school related matters. • To undertake any other duty as specified by STPCB not mentioned in the above. • To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and raise any concerns relating to such procedures which may be noted during the course of duty.
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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.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in the job description.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and teaching standards.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signatures:
The school will endeavour to make any necessary reasonable 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: Dated:
(Teacher) (Teacher)

Signed: Dated:
(Headteacher) (Headteacher)

Prepared by: Penryn College
Date: Jan 2022