



**ST MICHAEL'S CATHOLIC HIGH SCHOOL**

**SECOND IN DEPARTMENT  
MATHEMATICS  
JOB DESCRIPTION**

1. **JOB TITLE:**  
**SECOND IN DEPARTMENT – MATHEMATICS**  
(Please refer also to the Classroom Teacher Job Description)
2. **JOB PURPOSE:**  
To ensure that the negotiated aims of the Mathematics Department (which reflect those of the school) are achieved by enabling the staff to deliver the curriculum, including the curriculum, effectively.
3. **ACCOUNTABLE FOR:**  
Particular responsibilities assigned to him/her, as decided by the Headteacher/Subject Leader.

**KEEPING CHILDREN SAFE**

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

4. **ACCOUNTABLE TO:**  
Subject Leader / Line Manager.
5. **KEY TASKS**
  1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.
  2. To undertake professional duties as described in Teachers Pay & Conditions document.
  3. In the absence of the Subject Leader, to undertake as necessary the professional duties that pertain to that role.
  4. To undertake particular responsibility as Second in Charge of the Department for the following areas:

- 4.1. Responsible for continuity and progression /assessment tracking and monitoring in KS3 and its impact on setting and extra-curricular provision at KS3.
- 4.2. To act as coach and mentor to new members of the Department and to work with Senior Managers with teachers new to the Department.
  - 4.2.1. Playing an active part in all relevant meetings.
  - 4.2.2 Writing up minutes, on a rota basis, of such meetings as planned by the Subject Leader.
- 4.3. Ensure that displays throughout the Department reflect the School Display Policy.
- 4.4. Undertake the duties and responsibilities considered reasonable and appropriate.
- 4.5. Producing SOW and monitoring KS3 Curriculum.

Key tasks will be negotiated according to the key accountabilities above.

N.B. *Delegated accountabilities may vary according to the strengths of the individual.*