



I will serve

St Ursula's School

Teacher of Mathematics

2iC (second in charge)

Autumn term 2026

"The greatest gift we can give to others is love, for love is the
greatest gift we can receive from God."

St Angela Merici

Job details

Job title:	Maths Teacher 2iC
Salary:	Main / Upper scale + TLR2 (£3,651pa with effect from 01/09/2026)
Reporting to:	Head of Department
Contract:	Permanent

Main purpose

Work across the department with a particular focus on Teaching and Learning as agreed with HOD. Support the HOD in implementing the Departmental Improvement plan effectively. Co-ordinate enrichment activities within the Department. Deputise for the Head of Department in their absence.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student 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, assessments, reports and references relating to individual students and groups of students
- To ensure that 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 materials
- 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

Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To contribute to the Department's development plan and its implementation - to plan and prepare courses and lessons

Staffing

- To take part in the School's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods - to engage actively in the Appraisal process
- To ensure the effective/efficient deployment of classroom support - to work as member of a designated team and to contribute positively to effective working relations within the school

Quality Assurance

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

Management Information

- To maintain appropriate records and to provide relevant accurate and up to date information for reports, registers etc - to use pupil data to inform teaching and learning

Communications and Liaison

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school

Pastoral System

- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up to date student records as may be required
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place
- To uphold the school's ethos in teaching and learning
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to the level of the role.

Person specification

Criteria	Qualities
Qualifications and training	• Degree • Qualified teacher status
Experience	• Evidence of successful teaching experience in a secondary school setting
Skills and knowledge	• Expert knowledge of the National Curriculum and GCSE specification • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the subject • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others
Personal qualities	• A commitment to getting the best outcomes for all pupils • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding and equality