



**Ark Acton
Academy**

Second in Charge – Mathematics

Recruitment Pack

Second in Charge Mathematics – Job description

Job Title: Second in Department – Mathematics

Reports to: Head of Department (Mathematics) / Assistant Principal

Responsible for: Supporting the leadership of the Mathematics Department and delivering high quality teaching and learning

Start date: September 2026

Term: Permanent, Full-time

Allowance: To be discussed at interview

Job purpose

As Second in Department for Mathematics, you will play a key leadership role in supporting the strategic development of the department and driving excellence in teaching, learning and pupil outcomes.

You will support the Head of Department in ensuring a high-quality, ambitious curriculum is delivered consistently across all key stages, while also taking responsibility for a designated area such as Teaching & Learning, Curriculum Development, Assessment or staff development.

You will work collaboratively with colleagues to promote a culture of high expectations, strong subject knowledge and excellent outcomes for all pupils. This role is ideal for an ambitious teacher looking to take the next step into middle leadership.

Key Responsibilities

DEPARTMENT LEADERSHIP

- Support the strategic leadership of the Mathematics department alongside the Head of Department.
- Deputise for the Head of Department when required.
- Lead on a designated Key Stage or departmental priority area (e.g. Teaching & Learning, curriculum, assessment or staff development).
- Contribute to departmental improvement planning and evaluation.
- Support the development of staff through coaching, modelling and collaborative planning.

QUALITY ASSURANCE

- Monitor the quality of teaching and learning across the department.
- Use assessment data to identify strengths and areas for improvement.
- Support departmental self-evaluation and improvement planning.
- Ensure consistency in curriculum delivery, assessment and classroom practice.

COMMUNICATION AND COLLABORATION

- Work collaboratively with colleagues to ensure consistency and excellence across the department.
- Build strong relationships with pupils, parents and staff.
- Contribute to whole-school priorities and initiatives.

Principal Accountabilities

PLANNING AND DELIVERY OF LESSONS

- Support the development and implementation of high-quality learning schemes across the department.
- Promote consistently high standards of teaching and learning through coaching, modelling and support.
- Ensure lessons are informed by assessment and responsive to pupil need.
- Maintain high expectations of behaviour, engagement and achievement.
- Ensure effective support for pupils with SEND and varying abilities.
- Prepare pupils for internal and external examinations.

ASSESSMENT, REPORTING AND COMMUNICATION

- Implement the Academy approach to marking and feedback to inform planning, develop learning and evaluate pupils' progress.
- Make effective and regular use of the Academy's assessment criteria and reporting procedures to inform learning.
- Set targets for raising pupil attainment in the context of whole school targets and work towards their achievement.
- Maintain regular records of pupils' attainment and progress.
- Attend parents' evenings and Open Evenings as required.
- Assess how well learning objectives have been achieved and use this assessment and Academy provided data on a regular basis for future teaching and target-setting, as well as implementing strategies to address pupil underachievement.
- Liaise with external agencies about individual pupils as required.

PROFESSIONAL DEVELOPMENT

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as a teacher.
- Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy.
- Ensure you understand your professional responsibilities in relation to school policies and practices.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- Support colleagues when working in your teacher learning communities.

NON-SUBJECT RESPONSIBILITIES

- Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
- Develop strong and positive relationships with pupils.
- Implement all Academy policies, including the Academy's behaviour policy.
- Contribute to the design and delivery of the Academy's enrichment curriculum in line with your timetable and the Ark Acton enrichment policy.
- Model the ethos and vision of the Academy at all times.
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- Contribute to the Academy's liaison, marketing and pupil recruitment activities, e.g. the collection of material for press releases.
- Help to develop effective subject links with partners and the community, including attendance where necessary at liaison events in partner Schools and Academies and the effective promotion of your subject at Open Days/Evenings and other events.
- Establish and maintain effective working relationships with colleagues including support staff.
- Be familiar with and comply with the Academy's Health and Safety policies
- Be responsible for the health & safety of pupils when they are authorised to be on Academy premises and when engaged in authorised activities elsewhere
- Adhere, at all times, to the expectations of teachers at Ark Acton Academy, outlined on the final page of this document.
- Any other duties as required by the Headteacher commensurate with the post.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to at least degree level in Mathematics or related subject. • Qualified to teach in the UK. • Qualified to work in the UK. • QTS. 	<ul style="list-style-type: none"> • Further professional qualifications. • Experience of teaching A Level in this subject.
Experience	<ul style="list-style-type: none"> • Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities. • Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes. • Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. 	<ul style="list-style-type: none"> • Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. • Successful experience of working particularly with high ability or SEN pupils.
Knowledge	<ul style="list-style-type: none"> • Thorough knowledge of the requirements of the National Curriculum in the subject. • An understanding of the ways that cognitive Science can improve teacher effectiveness. • An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies. • Knowledge & experience of Safeguarding & Child Protection issues. 	<ul style="list-style-type: none"> • Thorough knowledge of Key Stage 4 and Key Stage 5 specifications in the subject. • Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. • Well developed planning & organising skills including time management, prioritisation, delegation and administration. 	<ul style="list-style-type: none"> • An ability and willingness to teach across more than one subject. • A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals' and cohorts' attainment.

	<ul style="list-style-type: none"> • Ability to use data effectively to improve outcomes. • Sound judgement and problem-solving skills. 	<ul style="list-style-type: none"> • Competent user of ICT.
Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school including extra-curricular activities. • Willing to be a form tutor. • Committed to teamwork and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. 	<ul style="list-style-type: none"> • Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners.
Attributes	<ul style="list-style-type: none"> • A clear passion for your subject. • The ability to enthuse and inspire others. • Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. • Confidence and self-motivation to work well and be decisive under pressure. • A high level of honesty and integrity. • Personal stamina & energy including a good record of attendance and health. • A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. 	<ul style="list-style-type: none"> • An entrepreneurial attitude.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click [this link](#).