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**Job Title:** Assistant Head of Mathematics

**Salary:** MPS/UPS TLR 2B

**Responsible to:** The Headteacher, Leadership Group and Head of Faculty

Your primary role is to be responsible for the provision of a full learning experience and support for students, liaising with the Headteacher, Leadership Team and teachers.

**Purpose**

* Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD)
* To support the Head of Faculty
* To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum key stage area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
* To act as an Assistant Head of Maths and be responsible for leading and developing this area.
* To develop and enhance the teaching practice of others.
* To monitor and support the overall progress and development of students as a leader within the curriculum area.

**Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Operational/Strategic Planning**

* To lead the development of appropriate syllabii, resources, schemes of work, marking policies, assessment and teaching strategies in the curriculum key stage area.
* The day-to-day management, control and operation of one curriculum area provision within the Faculty.
* To assist in monitoring and following up student progress.
* To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety.
* To work with the Head of Faculty to formulate aims and objectives for the curriculum key stage area which have coherence and relevance to the needs of students and to the aims and objectives of the school.
* To assist in the management of the business planning function of the curriculum key stage area, and to ensure that the planning activities reflect the needs of the students and the aims and objectives of the school.
* To support the relevant manager in the application of ICT in the curriculum area.

**Curriculum Planning**

* To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.

**Curriculum Development**

* To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.

**Staffing**

* To work with the SLT line manager, Head of Faculty to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To continue professional development as agreed
* To engage actively in the staff appraisal process and act as reviewer for a group of staff within the designated faculty.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To ensure the effective efficient deployment of classroom support.
* To participate in the school’s ICT programme.

**Quality Assurance**

* To ensure the effective operation of quality control systems.
* To assist in the process of the setting of targets within the curriculum key stage and to work towards their achievement.
* To help to establish common standards of practice within the curriculum key stage and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the faculty.
* To contribute to the school procedures for lesson observation.
* To implement school quality procedures and to ensure adherence to those within the department.
* To participate in the monitoring and evaluation of the curriculum key stage in line with agreed school procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required within the relevant department.

**Management Information**

* To ensure the maintenance of accurate and up-to-date information concerning the relevant key stage curriculum area on the management information system.
* To assist in the use of analysis and evaluation of performance data.
* To help to produce reports within the quality assurance cycle.
* To assist in the production of reports on examination performance, including the use of value-added data.
* To assist in the identification of exam entries within the curriculum key stage.

**Communications and Liaison**

* To help ensure that all members of the department are familiar with its aims and objectives.
* To ensure effective communication, 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 contribute to the planning and delivery of school liaison activities.
* To contribute to the development of effective key stage links with partner schools and the community, 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 key stage links with external agencies.

**Management of Resources**

* To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources
* To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.

**Pastoral System**

* To monitor and support the overall progress and development of students within the department.
* To help 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 act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
* To contribute to PSHE according to the school policy.
* To assist in the implementation of the Behaviour Management system in the department so that effective learning can take place.

**Additional Duties**

* 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 any other duty as specified by STPCB not mentioned in the above.