



ST FRANCIS
& ST CLARE
CATHOLIC MAC

Job Description

Job Title:

Assistant Principal - Director of Mathematics and Numeracy

Department/Section:

Our Lady and St Chad Catholic Academy

Responsible for which other posts:

Maths Faculty
(Assistant Curriculum leader, Maths teaching Staff).
(Line manage and lead on whole school improvement tasks (to be negotiated))

Responsible to:

Principal



Introduction

You will work directly with the teachers to diagnose the strengths and weaknesses and support the team to address their areas of development. You will be a pivotal person to show the best Math's practice across our academy. The successful candidate will help build their own sustainable capacity and promote improvements. You will be expected to deliver regular professional and development sessions to teachers in order to enable them to meet these goals. You will be a consistently very good/outstanding teacher with some of your time being spent teaching leading by example.

Main Targets

1. Raise standards in Mathematics across our academy
2. Build a sustainable capacity of Maths teachers and leaders
3. Develop Mathematics curriculum and assessment resources to support effective teaching
4. Communicate key messages to line managers, Principal and governors
5. Consistently demonstrate a high standard of Mathematics teaching across our academy having a regular timetable

Person Specification

The ideal candidate will:

- Have extensive experience of teaching Mathematics in KS3, KS4 and ideally KS5.
- Have experience and credibility in leading others, including experience of coaching teachers to improve in Mathematics.
- Have proven experience of identifying and implementing effective strategies for improving outcomes in schools at KS3, KS4 and preferably KS5 in Mathematics.
- Have an outstanding Mathematics subject knowledge and be able to demonstrate their passion and enthusiasm for communicating this to others.

- Be able to demonstrate resilience, motivation and commitment to driving up standards of achievement.
- Have an up-to-date knowledge of the Mathematics curriculum and assessment requirements, and be keen to contribute to current curriculum development.
- Be excited to share their knowledge and expertise
- Have outstanding communication skills, with the ability to leverage influence with all levels of the organisation and be able to work effectively with a team teachers.
- Have an ability to combine rigour and high expectations with personal tact and discretion.
- Understand and respect the importance of diverse cultures and faiths within the academy, with a commitment to equal opportunities.
- The ability to form and maintain appropriate relationships and boundaries with young people and colleagues.
- Be able to build relationships quickly with teachers and headteachers/principals.
- Be committed to ensuring that all children in our schools receive an excellent education in a safe and stimulating environment.
- Have the IT competence necessary to fulfil all duties within the role.

This post is subject to an Enhanced DBS check.

Job Summary

Providing strategic leadership and direction to secure the raising of student attainment levels and supporting the Maths team in developing best practice to achieve outstanding results. Teaching and promoting the highest standards of behaviour in order to promote a calm working environment, in line with the Academy's Maths values, and to create an atmosphere conducive to learning.

The Assistant Principal is responsible for the strategic development of Maths teaching and attainment. This involves the leadership and support of the staff, building a highly effective team, as well as the management, organisation and administration of the work of the Faculty. The Assistant Principal has a duty to promote high quality in all aspects of the work of the team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations.

Main Duties

- To promote and be committed the Academy aims and objectives.
- To maintain and contribute to the development of strategies on Maths.
- To promote and be committed to securing high expectations for learning and the raising of achievement within our academies.

In addition to the requirements of a class teacher, areas of responsibility and key tasks as a strategic leader within the Academy are:

- To work in co-operation with other members of the Senior Leadership Team to ensure the Academy's Maths values are expected in all aspects of Academy life.
- To be a highly visible and reliable presence around the Academy , carrying out daily SLT duties to ensure exemplary behaviour is expected at all times.
- Advise the Senior Leadership Team on matters concerning the curriculum and the Faculty, including timetabling
- Participate in Academy policy and decision making processes
- Contribute to Academy initiatives in line with Academy improvement priorities
- Support and challenge all staff in achieving the priorities and targets which the Academy sets for itself, and to provide them with appropriate support and guidance in implementing schemes of work across all key stages
- Contribute to, and evaluate the effectiveness of, the Academy Improvement Plan
- Ensure that mechanisms are in place to keep parents well informed about the Maths curriculum, its targets, student's attainment and their part in the process of improvement.

Classroom teaching:

- Develop a classroom environment and teaching practice which secures effective learning and provides a professional model, clearly demonstrating effective teaching, classroom organisation, learning environment and high standards of achievement, behaviour and discipline
- Monitor the quality of one's own teaching and students' achievements including the analysis of performance data and appropriate intervention

Strategic Leadership:

- Leadership and strategic development
- Coaching and building capacity for Science within the Academy

- Leading and managing staff
- Supporting staff in their development needs
- Working with the Senior Leadership Team to quality assure work across the Academy
- The implementation of whole Academy policy and practice
- Undertaking professional duties and tasks as reasonably delegated by the Principal
- Participating in whole Academy committees and meetings
- Attending senior staff and other Academy committees and meetings
- Liaison with appropriate agencies outside of the Academy e.g. the SFSC Multi Academy Company, LA advisors, inspectors, industry, business and the wider community

Leadership of staff:

- Develop positive working relationships with and between all staff and provide and sustain motivation
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes
- Contribute to the implementation of the Academy's appraisal policy
- Support staff with matters of student behaviour and discipline
- Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and to ensure that all staff have a clear understanding of their roles and responsibilities

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline.**

Person Specification

Person Specification - Criteria	Essential	Desirable	Measured by
Experience			
An excellent classroom practitioner that can model best practice	X		AF/I
Teach intervention groups at KS3, KS4 and KS5	X		AF/I
An awareness of current issues in xxx education	X		AF/I
Understanding of use of data to assess and inform teaching and learning	X		I
Experience of leading, developing and enhancing the teaching practice of other staff	X		AF/I
Experience of teaching A level xxx, with strong outcomes	X		AF/I
Relevant management experience	X		AF/I
Experience of exam board xxx marking		X	AF/I
Qualifications/Training			AF/Q
Graduate with qualified teacher status. (xxx degree or subject with a high xxx content)	X		
Knowledge of KS2 Programmes of Study	X		AF
Knowledge of courses and requirements at KS3,KS4 and KS5	X		AF/I
Good ICT skills	X		AF/I
Hold NPQML or NPQSL status or equivalent or post graduate management/education qualification.		X	AF/I/Q

Safeguarding trained (stage 1) within the past 12 months; including Prevent and FGM.		X	AF
Behavioural Attributes	X		AF/I
Good organisational and personal management skills			
Can demonstrate impact as a leader	X		I
Effective planning and teaching	X		I
Meets deadlines	X		AF/I
Effective behaviour/classroom management	X		I
An ability to Lead and to demand high standards	X		AF/I
Ability to support and lead the important Catholic values of the Academy	X		AF/I