



**THE BILLERICAY SCHOOL**  
**A MATHEMATICS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION**



<b>Job Title</b>	Associate Assistant Headteacher: Mathematics & Computer Technologies
<b>Grade/Salary</b>	Leadership Scale 7-11 fringe
<b>Date Required</b>	September 2021
<b>Closing Date</b>	Wednesday 28 April 2021 at 09.00 am
<b>Interview Date</b>	Week commencing 3 May 2021
<b>Reporting To</b>	Headteacher/SLT Line Manager

### About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

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### Principal Responsibilities

#### Teaching:

- To fulfil all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers.
- To be an outstanding practitioner.

#### Strategic Direction and Development:

- To provide professional leadership to subject teachers of Mathematics for KS3/ 4 and KS5
- To develop innovative teaching and learning in the Mathematics Department
- Be a member of the Extended Senior Leadership Team and participate fully in developing and communicating a clear and strategic vision of the development of the school.
- Motivate and empower others to carry this vision forward.
- Model the values and ethos of The Billericay School.



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- Support the Headteacher, Deputy and Assistant Headteachers in leading and managing the school effectively and in the review, implementation, development and monitoring of whole school policies that promote the school's values, aims and objectives.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in school self-evaluation and in the preparation, implementation and monitoring of the school's improvement plan.
- Attend ESLT meetings when required.
- Plan, organise and chair meetings as appropriate.
- Attend meetings of the Governing body as required.

#### **Line Management Responsibilities:**

- Contribute to the raising of standards of attainment across the school, but specifically in the subject areas line managed.
- Accountable for student progress in the subject areas line managed.
- Ensure appropriate monitoring of teaching and learning in the subject areas line managed, developing the quality in accordance with school policies and procedures.
- Implement school policies on behavior and welfare
- To adhere to and to help to implement school quality procedures
- To contribute to the process of monitoring and evaluation of the faculty in line with school procedures, including evaluation against quality standards and performance criteria. To implement modifications and improvement where required
- Be accountable for staff deployment and training in the areas line managed

#### **Specific Responsibilities:**

- Accountable for appropriate use of the capitation budgets assigned to each subject area line managed
- Supervise the use of the classrooms assigned to Mathematics, including adherence to the relevant health and safety regulations
- Manage the work of the technical and administrative staff assigned to the subject areas line managed
- Act as a form tutor and carry out related duties in accordance with the general job description of 'Form Tutor'.
- Attend all Parents' Evenings, providing both support for teaching staff and a point of contact for parents seeking advice and guidance.
- Attend key public events [school concerts & productions, award evenings, Open Evenings] as required, supporting SLT in the promotion of a positive school image to parents and the community



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## General Duties:

- To communicate effectively with colleagues/ bodies outside of school and parents relative to the ESLT role
- Complete one ESLT lunchtime duty per week; providing senior staff oversight of an agreed area of the school
- Contribute to the delivery of assemblies [not more than once a year]
- Contribute to the SLT Detention Rota as required [occasional]
- Contribute to the SLT Bus Duty Rota as required [occasional]
- to comply with the school's procedures concerning safeguarding and to ensure that training is accessed
- To contribute to PSHE education according to school procedures

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## How to Apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>.

If you have any questions, please do not hesitate to contact us.

## Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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**PERSON SPECIFICATION**



Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"><li>• Supportive reference/s</li><li>• Well-structured supporting letter</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher status</li><li>• Degree in Mathematics or related field</li></ul>	<ul style="list-style-type: none"><li>• Further professional qualifications [SLE and/or NQML]</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 4 years teaching in secondary education</li><li>• Experience of the successful leadership and management of change at middle management level</li></ul>	<ul style="list-style-type: none"><li>• Teaching experience in all 3 Key Stages</li><li>• Involvement with school and community links</li><li>• Experience of administrative procedures</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Undertaken Personal Professional Development activities covering teaching &amp; learning, assessment, curriculum and management within the last two years</li></ul>	<ul style="list-style-type: none"><li>• Evidence of active interest in staff development</li><li>• Experience of planning and managing staff development</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively in a variety of situations</li><li>• Proven leadership skills</li><li>• A proven record in middle management leadership, promoting development, planning, delivery monitoring and evaluation</li></ul>	<ul style="list-style-type: none"><li>• Ability in administration, budget and personnel management</li><li>• Can offer a range of teaching</li></ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"><li>• A clear vision and understanding of the needs of secondary students</li><li>• A clear vision of the impact that good assessment practice can have on the academic progress of students</li></ul>	<ul style="list-style-type: none"><li>• Use of ICT in supporting all aspects of school and professional life</li><li>• Familiarity with assessment/data packages [i.e. SIMS Assessment Manager, 4 Matrix, SISRA, ALPS]</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Ability to demonstrate enthusiasm and sensitivity whilst working with others</li><li>• Ability to initiate and manage change with successful outcomes</li><li>• Caring attitude towards students and parents</li><li>• Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community</li><li>• Ambition to progress further in due course</li></ul>	<ul style="list-style-type: none"><li>• Flexibility and adaptability in order to be able to mix and work with a wide range of people</li><li>• Interests beyond teaching/school</li></ul>