ROBERTSBRIDGE COMMUNITY COLLEGE JOB DESCRIPTION	
Job Title:	Associate Assistant Headteacher: Mathematics
Pay Scale:	Leadership Pay Scale, Points 6-9
Date commencing:	January 2023
Hours per week:	32.5 (full-time)
Contract type:	Permanent
Responsible for:	Curriculum Area
Responsible to:	Assistant Headteacher
Line Management Responsibilities:	Mathematics team

Main Purpose

In addition to the requirements of a class teacher and any other agreed responsibilities, the subject leader will take lead responsibility for providing leadership and management for Mathematics to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all
- As an Associate Assistant Headteacher, there will be the opportunity to contribute to the leadership and development across all aspects of the work of the College.

Duties and Responsibilities

Strategic direction

- Develop and implement policies for Mathematics in line with our school's commitment to high-quality teaching and learning.
- Promote the subject, its importance, and the value that it brings across the school.
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement.
- Use this understanding to feed into the school planning and produce an action plan for the subject.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject.
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims.
- Work with the special educational needs co-ordinator (SENDCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND).
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively.
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum.
- Liaise with the local authority within subject groups on subject-related events, projects and activities.

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area.
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress.
- Ensure the planned curriculum is effectively and consistently implemented across the school.
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning.
- Have an overarching responsibility for pupils' achievement and standards in the subject area.

Leading and managing staff

- Establish an effective team and hold regular meetings on the subject to keep staff informed on any developments or changes.
- Ensure the implementation of the school's approach to pedagogy within the subject.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area.
- Monitor teaching and learning in line with the school's approach to quality assurance. This includes regularly dropping into lessons, looking at pupils' work, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school.
- Provide feedback to staff based on the above quality assurance to identify training needs and provide continuing professional development (CPD) in the subject area.
- Coach and model team teaching.
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy.
- Contribute to timetabling and manage setting pupils into attainment groups, where applicable.
- Ensure that staff within the subject model and reinforce the school's cultural norms, building positive and productive relationships.

Efficient and effective deployment of resources

- Provide support with additional resources, such as textbooks, library books, subject-specific apps, and online materials in subject area.
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils.
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home as required.

Wider Leadership

- To work as a member of the wider Senior Leadership Team to ensure that the aspirational aims and objectives of the College are realised and that policies are consistently applied.
- To gain and maintain the commitment of all stakeholders, inspiring individuals to contribute positively to shared ideas.
- To provide challenge and support to develop capacity and drive to ensure high and consistent standards of work and behaviour from staff and students within the school community.
- To establish and maintain an excellent learning environment, demonstrated by regular and robust evidence, that encapsulates the overall vision for the College.
- To ensure that day-to-day operational aspects of the College community run smoothly and efficiently.
- To provide evidence of impact within all line management responsibilities and provide strategic reports as and when required by the Headteacher.
- Be a role-model for students and staff through personal presentation and professional conduct.
- Ensure that expectations are high and College policies are delivered consistently.
- To ensure a high quality of guidance and support for students within the learning community through effective leadership and management.

- To provide leadership, professional support and guidance for staff, ensuring that all are treated fairly, equitably and with dignity and respect to create and maintain a positive culture.
- To participate in a programme of continued professional development in support of the College's vision.
- To carry out all activities in such a manner that data protection requirements are met and are in line with the College's policies for Health & Safety, and Equal Opportunities.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with membership of the senior leadership team.
- Maintain confidentiality inside and outside the College.

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 that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Child Protection / Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Safeguarding Team any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the postholder will be subject to an Enhanced Disclosure and Barring check.

This job description may be amended at any time in consultation with the postholder.

Signed:	**Post Holder:**	**Date:**
Signed:	**Headteacher:**	**Review Date:**

Person Specification	
Criteria	**Qualities**
Qualifications and training	• Degree. • Qualified teacher status.
Experience	• Successful experience of subject leadership desirable. • Teaching experience.
Skills and knowledge	• Expert knowledge of the National Curriculum, particularly the Mathematics curriculum. • 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 and promoting the ethos and values of the school. • 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.