

**CHENDERIT SCHOOL  
JOB DESCRIPTION**

**Deputy Head of Mathematics**

**1. INTRODUCTION**

**1.1 NAME OF POST HOLDER:**

**1.2 Post Title:** **Deputy Head of Mathematics**

**Impact**

To support the curriculum team in developing the highest quality provision and outcomes within the curriculum area locally, regionally and nationally. To be a key part of the leadership of the team supporting and challenging colleagues as appropriate to be the best they can be.

**1.3 Post 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 Department/team and to deputise when and where appropriate.

To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies.

To organise tracking and recording of personalised student data and devise and implement staged interventions including issues concerning behaviour to raise achievement in Maths. Liaising with HOD concerning behaviour for learning.

To develop cross –curricular and enrichment provision for Maths.

To develop and enhance the teaching practice of others.

To monitor and support the overall progress and development of students within the curriculum area and as a Form Tutor.

**1.4 Reporting to:** Head of Department/Relevant Manager

**1.5 Responsible for:** The provision of a full learning experience and support for students and colleagues

**1.6 Liaising with:** Headteacher, Leadership Team, teachers and support staff, LEA representatives, external agencies and parents/carers

**1.7 Working Time:** Full time as specified within the STPCD. Post open to job share

**1.8 Salary/Grade:** TLR 2B

**1.9 Disclosure level** Enhanced

## **2. TEACHING**

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

## **3. OPERATIONAL/ STRATEGIC PLANNING:**

- 3.1 To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- 3.2 The day-to-day management, control and operation of one curriculum area provision within the department.
- 3.3 To assist in monitoring and following up student progress, including implementation of intervention strategies
- 3.4 To assist in the implementation of school policies and procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- 3.5 To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. To hold team members to account for responsibilities delegated to them.
- 3.6 To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- 3.7 To support the relevant manager in the application of ICT in the curriculum area.
- 3.8 Participate in whole school development and focus group activities as appropriate

## **4. CURRICULUM PROVISION:**

- 4.1 To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

## **5. CURRICULUM DEVELOPMENT:**

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

## **6. STAFFING**

- 6.1 To work with the Head of Department to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 To continue professional development as agreed with Head of Department
- 6.3 To engage actively in the performance management review process and act as reviewer within the designated department.
- 6.4 To promote teamwork and to motivate staff to ensure effective working relations.
- 6.5 To ensure the effective efficient deployment of classroom support.
- 6.6 To participate in the school's ITT programme.

## **7. QUALITY ASSURANCE:**

- 7.1 To ensure the effective operation of quality control systems.
- 7.2 To assist in the process of the setting of targets within the department and to work towards their achievement. Use data to ensure staff and students make good progress towards these targets
- 7.3 To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.
- 7.4 To contribute to the school procedures for lesson observation.
- 7.5 To implement school quality procedures and to ensure adherence to those within the department.
- 7.6 To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 To seek/implement modification and improvement where required within the relevant curriculum area.

## **8. MANAGEMENT INFORMATION:**

- 8.1 To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system including behaviour for learning data. To participate in the development in the Department/Area SEF.
- 8.2 To assist in the use of analysis and evaluation of performance data.
- 8.3 To help to produce reports within the quality assurance cycle.
- 8.4 To assist in the production of reports on examination performance, including the use of value-added data.
- 8.5 To assist in the identification of exam entries within the department.

**9. COMMUNICATIONS & LIAISON:**

- 9.1** To help ensure that all members of the department /curriculum area are familiar with its aims and objectives.
- 9.2** To ensure effective communication as appropriate with stakeholders
- 9.3** To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 9.4** To contribute to the planning and delivery of school liaison activities.
- 9.5** To contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.6** To promote actively the development of effective subject links with external agencies.

**10. MANAGEMENT OF RESOURCES:**

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

**11. PASTORAL SYSTEM:**

- 11.1** To monitor and support the overall progress and development of students within the curriculum area.
- 11.2** 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.
- 11.3** To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- 11.4** To contribute to PSHCE, citizenship and enterprise according to the school policy.
- 11.5** To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.

**12. SCHOOL ETHOS:**

- 12.1** 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.
- 12.2** To support the school in meeting its legal requirements for worship.
- 12.3** To promote actively the school's corporate policies.
- 12.4** To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**13. SIGNATURES:**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed.....**  
**(Teacher)**

**Signed .....**  
**(Headteacher)**

**Dated .....**  
**(Teacher)**

**Dated .....**  
**(Headteacher)**