

Job Description

Post Title: Deputy Head of Maths

Salary/Grade: TLR 2C

Working time: Full time

Purpose:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- To develop and enhance the teaching practice of others
- To assist the Head of Maths in managing the provision of an appropriately broad, balanced, relevant differentiated curriculum for students studying across all the subject, in accordance with the aims of the school and the curricular policies determined by the Trust Board and Headteacher of the school
- To be accountable for leading, managing and developing the subject curriculum area
- To be accountable for student progress and development within the subject area
- To effectively manage the human, financial and physical resources within the department to support the designated curriculum portfolio
- To promote whole school Literacy

Reporting to: Head of Department

Responsible for:

- The provision of a full learning experience and support for pupils across the key stages as appropriate
- Assisting the Head of Maths in the management of all teaching and support staff within the department, including line management of the assistant head(s) of maths
- Heads of Subject within the department

Liaising with: Whole Staff, Departmental staff, relevant non-teaching support staff, representatives of external agencies and parents

Disclosure Level: Enhanced

MAIN (CORE) DUTIES Through consultation with the Head of Department

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the subject
- The day-to-day management of the subject, including effective deployment of physical resources
- To ensure that planning within the subject reflects the needs of the pupils

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- To actively monitor and follow-up student progress
- To implement school policies and procedures
- To assist the Head of Department in formulating aims, objectives and strategies for the subject which have coherence and relevance to the needs of students, and to the aims, objectives and strategic plans of the School
- To provide work within the subject for absent colleagues
- To cover Maths lessons for absent colleagues when required
- To coordinate coursework as appropriate
- To coordinate provision of work for the long-term absence of pupils
- To check data, create cohorts for, and run intervention
- To attend relative meetings both outside and inside school, including ATM meetings, parents' evenings and options evenings
- To ensure that health and safety policies including risk assessments throughout the department are in line with national requirements and updated where necessary therefore liaising with Health and Safety Manager
- To support the relevant manager in the application of ICT

Curriculum

- To assist the Head of Maths in ensuring the delivery of an appropriate, comprehensive, high-quality, cross-curriculum programme which complements the School Improvement Plan
- To lead curriculum development
- To keep up-to-date with developments in the subject area and teaching practice and methodology
- To review and update Pedagogy in the department
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels
- To assist the Head of Maths in maintaining accreditation with the relevant examination and validating bodies

Staffing:

- To assist the Head of Maths in ensuring that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To engage actively in the Appraisal review process
- To manage and motivate staff, promote teamwork and ensure effective working relationships
- To ensure and monitor the efficient deployment of classroom support
- To contribute to the ITT programme where appropriate
- To participate in the staff selection and recruitment process if required
- To ensure effective induction of new staff in line with school procedures

Quality Assurance:

- To ensure the effective operation of quality control systems

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- To follow the school's procedures for the setting and monitoring of targets within the subject and to work towards their achievement
- To assist the Head of Department in monitoring and evaluating the department in line with agreed school procedures, including evaluation against quality standards and performance criteria, and book trawls as required
- To assist the Head of Department in the implementation of modification and improvement programmes where required
- To assist the Head of Maths in ensuring that the department's quality procedures meet the requirements of the school self evaluation and the strategic plan, producing reports as required
- To follow the school's procedures for the setting and monitoring of targets within the subject and to work towards their achievement
- To coordinate moderation of standards
- To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department
- To contribute to the school procedures for lesson observation
- To support the Curriculum Leader in monitoring and evaluation, in line with agreed school procedures, including evaluation against quality standards and performance criteria

Management Information:

- To analyse and evaluate performance data in consultation with the Head of Department
- To produce and monitor reports within the quality assurance cycle including use of value-added data
- To assist the Head of Maths in identification of exam entries
- To manage the maintenance of accurate and up-to-date information concerning the subject on the management information system
- To manage appropriate action on issues arising from data systems and reports, setting deadlines and progressing action

Communications:

- To participate in events such as open evenings, parents' evenings etc
- To help ensure that all members of the curriculum area are familiar with its aims and objectives
- To help ensure effective communication with all stakeholders
- To represent the department's views and interests

Management of Resources:

- To assist the Head of Maths in the management of available resources of space, money and equipment efficiently within the guidelines and procedures laid down, including deployment of the departmental budget (requisitioning, organising and maintaining equipment and stock and keeping appropriate records)
- In conjunction with the Head of Maths, work with the appropriate line manager responsible for teaching and learning in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed

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- To cooperate with other subjects to ensure a sharing and effective usage of resources to the benefit of the school and the pupils

Pastoral System:

- To act as a form tutor
- To monitor and support the overall progress and development of pupils
- To monitor student attendance together with pupils' 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 contribute to PSHE according to school policy
- To implement the behaviour management system in the Department so that effective learning can take place

Teaching:

- To teach, as directed by the Headteacher, and to carry out the professional duties and skills in accordance with the STPCD (School Teachers' Pay and Conditions Document)

Other Specific Duties:

- To be responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCD not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Date: 17/01/2023