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|  | <p style="text-align: center;"><b>EDMONTON COUNTY SCHOOL</b></p> <p style="text-align: center;"><b>DEPUTY HEAD OF MATHEMATICS - TLR 1b</b></p> |
| <b>Date</b>   | <b>March 2021</b>  |
| <b>Owner</b>  | <b>MLP</b>   |

## JOB DESCRIPTION

### **Outline of key responsibilities – *to be finalised on appointment***

Accountable to: Head of Mathematics Faculty; ultimately the Head of School and EHT.

Accountable for:

- Curriculum provision, delivery and standards in relation to a specific Key Stage and more generally across the faculty
- Leadership and management of staff - monitoring, evaluation, review, training and development;
- Leading and developing innovative and effective teaching approaches to mathematics across the faculty
- A strategy such as: whole-school numeracy / provision for able, gifted and talented students / online platforms / intervention programmes
- Securing commitment to school aims, plans and priorities.

Purpose:

To deputise for the Head of Faculty in their absence and to support the Head of Faculty to:

- ensure consistency of practice across the faculty
- support and implement whole-school decisions;
- set standards, develop vision in others and cause improvement;
- lead, manage and develop a coherent curriculum that fulfils statutory requirements and achieves targets that place the school in line with standards achieved in similar schools in similar contexts
- develop provision for the teaching of mathematics within and across the curriculum;
- deliver a sustained response to ensure continued delivery of high quality teaching and learning
- take on significant line-management responsibilities to ensure that effective practice is in place across the faculty
- ensure Health & Safety procedures and practices are embedded and used.

### **Statutory Conditions of Employment**

General professional duties and particular duties as described within the current School teachers' Pay and Conditions of Document

#### **1. Strategic leadership, management and direction as agreed with Head of Faculty**

- a) Support and implement whole-school decisions.
- b) To manage the day-to-day running of the faculty on one campus
- c) To develop, motivate and support staff with the faculty
- d) To organise and lead appropriate meetings for staff

- e) To attend meetings as designated by line managers and exercise professional skills and judgements.
- f) To liaise with teaching staff, parents/carers, outside agencies, administration staff and others, as and when required to support student achievement and progress across the curriculum area.

## **2. Teaching and Learning**

- a) Ensure that schemes of work for a Key Stage are constructed by the appropriate staff, revised and developed with accompanying learning materials that enable students to make good progress.
- b) Ensure that schemes of work for a Key Stage meet statutory and legal requirements and that they provide a range of teaching and learning methods which gives students equality and quality in opportunities to make progress.
- c) To initiate and oversee cross-curricular links, in particular, whole-school numeracy
- d) To lead and develop the provision for able, gifted and talented students
- e) To support the Head of Faculty in ensuring that students' work is regularly marked and assessed in accordance with school policies
- f) To support the Head of Faculty in ensuring that lessons are planned and delivered in accordance with the school's Learning and Teaching Policy.

## **3. Monitoring, evaluation and review**

- a) Contribute to the monitoring, evaluation and review of teaching and learning in mathematics and take action to lead, develop and enhance teaching practice of other staff where necessary and to ensure consistency of practice is maintained across the faculty.
- b) Support staff in their development and training and ensure that the deputy and other subject leaders fulfil their responsibilities.
- c) To take up a management role within the performance management system by carrying out PM reviews of other staff
- d) To ensure the safety and wellbeing of all students

## **4. Effective and efficient use of resources**

- a) Ensure that learning materials and activities provide a range of experiences which acknowledge students' capabilities and differences.
- b) To ensure that the necessary information is available to support the use of effective data systems for a particular Key Stage

## **5. Undertaking any other duties reasonably requested by the Headteacher, commensurate with the post and reflecting School priorities.**

This job description may be amended at any time after consultation with you.

This Job Description is written in accordance with the provisions of the Schoolteachers' Pay and Conditions Document and is subject to the Condition of Service for school teachers in England and Wales. (Both documents are available from the SBM upon request). Salary is assessed in accordance with the School's Pay Policy.

*All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.*