

Heathfield Community School



Job Description (Under review)

Job title: Deputy Head of Maths

Salary: Teacher Pay Scale, M1 – UPS3 + TLR 2B

Hours: Full Time (part time will be considered)

Contract type: Permanent

Reporting to: Head of Maths

Responsible for: Supporting with the management of the Maths team, Teaching and delivery of Maths for all year groups

Main purpose

The postholder will be an inspirational, dynamic and an outstanding leader who is ambitious to support with leading our Maths department. This person, under the direction of the Head of Maths:

- Have a passion for all areas of Maths
- As Deputy Head of Maths, you will work collaboratively with your Teachers, the pastoral team and other middle and senior leaders across the school.
- Have a relentless drive to achieve outstanding progress and attainment for every student
- Have the initiative to develop schemes of work alongside the Head of Maths, share them with staff and teach them to students
- Be able to enthuse, engage and motivate students
- When required to lead and manage the implementation of the Maths curriculum that leads to excellent outcomes.
- Supporting with the leadership and management of all aspects of the Maths Department, linking with other subjects where possible.
- Implementation of the Maths curriculum and related projects.
- Support the Head of Maths in the following areas:
 - assess the quality of the teaching and learning across the board to ensure high standards of student attainment, achievement and behaviour.
 - ensuring that appropriate home learning is set and marked
 - implementing the school's Behaviour for Learning policy
 - planning for intervention where required to improve teaching and learning
 - Support coaching and mentoring of Maths teaching staff to ensure the effective induction and supervision of new departmental colleagues.
 - To support the line management of colleagues across the curriculum area.
- Be a pioneer for Maths, support with organising extra-curricular activities, Maths challenges and raising the profile of Maths.
- Deliver on mastery concepts

This person will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities

- Have an overview of provision for all students including those with SEN/ SEMH, monitoring and reviewing the quality of provision through the use of data to ensure the provision is fully inclusive.
- Investigate and follow up cases of poor behaviour when these are referred, liaise with Head of Maths/SLT link when matters are sufficiently serious (or Headteacher in extreme cases), make use of sanctions and follow-up strategies, keep relevant written records for files and inform parents as appropriate etc.
- Assist the smooth conduct of year group exams by leading pre-examination assemblies and preparation etc.,
- As required prepare reports and references as required on individual students,
- Monitor particularly the progress of those students who fall into identified vulnerable groups, such as but not exclusively SEND, PP, LAC
- Contribute to school self-evaluation, particularly with respect your department and whole school.
- Maintain an up-to-date knowledge of national and local and school's initiatives which may affect the school's policy and practice, particularly in the subject of Maths.
- To demonstrate and model excellent classroom practice to colleagues.
- To report to Head of Department SLT, parents and carers, on the progress of students.
- To be aware of general developments in Maths and to maintain a detailed knowledge of recent changes in A Level, BTEC, GCSE courses and at Key Stage 3.

Strategic Leadership

- Raise standards of student attainment and achievement in Maths and monitor and support student progress to ensure all students are successful in line with their ability.
- Ensure that the curriculum is carefully planned and successfully implemented to give students an excellent experience of Maths; and enabling them to excel academically and enjoy the rich provision on offer at Heathfield Community School.
- Ensure quality first teaching is available for all students and clear priorities are identified for effective implementation of intervention strategies.
- Use an evidence-based approach to overall development.
- Ensure that curriculum implementation and quality of teaching are high quality through subject team development, DDI's, learning walks, book looks, student voice and other QA activities.
- Liaise with the Head of Maths on reliability, validity, frequency of assessments, standardisation processes within and across the Maths subjects and developing the use of performance data to track progress.
- Demonstrate a passion and commitment to enriching the personal development, extra-curricular and wider Cultural Capital of our students.
- Actively promote the development of effective links with external agencies/schools.
- Prepare reports where needed for SLT, the Governing Body and other stakeholders.
- Step up as required when the Head of Maths is unavailable.

People Management

- Contribute in the recruitment, selection and induction of staff to the Maths team
- Create a sense of teamwork within Maths by appropriately delegating tasks and ensure that colleagues develop skills and take responsibility.

- Ensure the day-to-day monitoring of performance of members of the Faculty, support with setting targets and review performance as part of the school's formal Performance Management procedures, including Appraisal (working with Head of Department).
- Work with Head of Department/SLT to ensure that agreed staff development needs are identified and met.
- Make sure all meetings/INSET time is carefully planned to enable all staff needs to be met and for these to be impactful for students.
- Support the development and enhancement of the teaching practice of others, establishing consistent high standards of practice and developing quality first teaching within Maths department
- Take an active role supporting standards of learning and behaviour across the faculty. Engaging with RTL data to spot trends in order to support staff and students to be in lessons.
- Liaise with staff to implement agreed strategies.
- Support with ensuring that additional support and teaching staff are deployed effectively.
- Alongside the Head of Department lead and manage department meetings to promote staff involvement, ensuring they are recorded appropriately, and decisions reviewed and acted upon.

Assessment and Evaluation

- Demonstrate consistent and effective monitoring of progress to give clear and constructive feedback.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information effectively to inform teaching and learning.

Pupil Achievement

- Demonstrate that, as a result of their teaching, their pupils achieve well relative to the pupils' prior attainment, making progress as good as or better than similar pupils nationally. This should be shown in marks or grades in any relevant national tests or examinations, or school based assessment for pupils where national tests and examinations are not taken.

Other areas of responsibility

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role and this Job Description does not define in detail all duties/responsibilities of the post. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The Job Description will be reviewed on a regular basis and may be subject to modification or amendment after consultation and agreement with the postholder. Additional detailed guidance can be found in the Heathfield Community School Practice document which is issued to all members of the teaching staff.

Problem Solving and Creativity

- The post holder will deal with ever changing and conflicting deadlines, frequent interruptions to their workload.
- The postholder will be required to provide advice on a range of complex people issues, that may not have a clear answer, requiring innovative and creative solutions.

Decision Making

- Prioritising work to meet deadlines.

- Frequently deals with non-routine queries.
- The postholder is responsible for providing advice and guidance on a range of people issues.
- They will be required to make use of high levels of discretion and persuasion to effectively deliver a solution focused approach.

Physical Effort and Working Conditions:

Heathfield Community School has expanded over the years and has various buildings across its site, you will be expected to show your presence across the whole site. The postholder will be working both inside and outside throughout the year.

Person specification

| CRITERIA | QUALITIES | |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| | ESSENTIAL | DESIRABLE |
| Qualifications and training | <ul style="list-style-type: none"> ➤ Qualified teacher status. ➤ Degree in closely related subject. | <ul style="list-style-type: none"> ➤ Demonstration of ongoing and current CPD. |
| Experience | <ul style="list-style-type: none"> ➤ Maths teaching experience. ➤ Experience of working with a range of students. ➤ Experience in adapting teaching style to meet the needs of all students. ➤ Involvement in self-evaluation and development planning. ➤ Experience of working with targeted interventions and reviewing impact with department colleagues and SLT. ➤ An up to date knowledge of recent trends in the teaching of Maths ➤ Experience in teaching GCSE Maths. | |
| Skills and knowledge | <ul style="list-style-type: none"> ➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies. ➤ Ability to plan and evaluate interventions. ➤ Engage, inspire and foster a love of Maths. ➤ Data analysis skills, and the ability to use data to inform provision planning. ➤ Effective communication and interpersonal skills. ➤ Ability to build effective working relationships. ➤ Ability to influence and negotiate. ➤ Good record-keeping skills. | |
| Personal qualities | <ul style="list-style-type: none"> ➤ Passion for teaching Maths. ➤ Commitment to getting the best outcomes for students and promoting the ethos and values of the school. ➤ Commitment to equal opportunities and securing good outcomes for students with SEN or a disability. ➤ Ability to work under pressure and prioritise effectively. ➤ Commitment to maintaining confidentiality at all times. ➤ Commitment to safeguarding and equality. | |