



Second in Charge of Maths

(Deputy Head of Maths)

Job Description

Job Description: Second in Charge of Maths (Deputy Head of Maths)

Responsible to: Head of Maths

Main Purpose

Alongside being an outstanding classroom practitioner and carrying out the teaching duties as specified in the Teachers' Pay and Conditions Document, the Second in Charge of Maths will be expected to:

- Support the Head of Department in the planning, implementation and monitoring of changes across the department.
- Be a role model and inspirational classroom teacher.
- Contribute to the running of enrichment and extra-curricular activities such as trips.
- Contribute towards a positive climate for learning in their own classroom and around the school.

Curriculum responsibilities as a post-holder within the department:

- Motivate, challenge and inspire staff across the school to teach highly effective lessons in Maths, in accordance with the Teaching the Villiers Way document.
- Support the team in continually developing Schemes of Learning according to a spiral curriculum that meets the requirements of the National Curriculum and develops pupil learning through all Key Stages.
- Support teachers in the creation of excellent classroom resources to enhance the learning of *all* pupils and create an inclusive school environment.
- Develop, support and monitor intervention strategies for students.
- Support the Head of Department to make accurate assessments and manage internal and external moderation.
- Support in actively decolonising and diversifying the curriculum.
- Collect, collate and respond to assessment data relating to students.

Management responsibilities as a post-holder within the department

- Observe and monitor the standard of teaching across the department, in line with the Department Development Plan and the Marking and Feedback statements.
- Support the Head of Department in assessing areas for development within the team.
- Support in the implementation of Quality Assurance processes.
- Help to create and maintain a safe, welcoming departmental environment and ensure all staff take care of classrooms and department areas.
- Audit and monitor department resources to ensure adequate provisions are available to teachers.
- Actively support the school's drive towards a globally sustainable practice and equitable school environment.
- Work with the Head of Department to train and support teachers to deliver good to outstanding lessons.

Numeracy

- Develop and regularly review the whole school numeracy strategy.
- Regularly scrutinise the numeracy profile of the school, identifying key barriers for our learners.
- Plan, co-ordinate and evaluate literacy intervention programmes in response to numeracy data.



- Plan and deliver staff training in regard to best practice for numeracy development.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

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