



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Deputy Head of Maths
<b>GRADE:</b>	<b>MPS or UPS</b> <b>TLR 2A - £7,847</b>
<b>PURPOSE:</b>	To be the Second in Department in Maths, deputise for the Head of Department and lead on the delivery of and outcomes in KS3 Maths
<b>REPORTING TO:</b>	Head of Maths
<b>LIAISING WITH:</b>	Principal, Vice Principals, Assistant Principals, Heads of Department, relevant staff and parents.  Staff from external organisations as required.
<b>MAIN TASKS &amp; RESPONSIBILITIES</b>	<b>Operational / Strategic Planning:</b> <ul style="list-style-type: none"><li>• To be the Deputy Head of Maths</li><li>• To assist the Head of Department (HOD) in developing and enhancing the teaching practice of other teachers, ECTs and student teachers in the subject area</li><li>• To be accountable for student progress and achievement within KS3 Maths and to monitor and analyse key groups, highlighting any underperformance and putting into place necessary strategies to support student progress</li><li>• To lead on monitoring and analysing student tracking data across KS3 Maths on a termly basis and on subsequent personally tailored intervention plans for students</li><li>• To work with the HOD to ensure that all students in KS3 Maths make at least expected progress in line with their starting point.</li><li>• To attend relevant VENN meetings; monitor and analyse key groups, highlighting any underperformance and putting into place necessary strategies</li><li>• To assist the HOD in developing and enhancing the teaching practice of other teachers in Maths</li><li>• To gather student voice, at least termly on KS3 Maths provision putting into place action plans as a result of feedback</li><li>• To be accountable for leading, managing and developing KS3 schemes of work and assessments</li></ul>

- To proactively research best practice in Maths teaching and to ensure this is fed back to the department at least termly
- To collaborate with the department to ensure appropriate intervention is provided for any underachieving students/groups of students
- To liaise with SLT to support timetabling for KS3 classes in Maths
- To support the HOD with writing and implanting the DIP as necessary
- To lead on the planning and delivery of extra-curricular activities for KS3 Maths students, ensuring there is at least one activity per term for KS3
- To oversee and monitor the quality and frequency of homework set within KS3 Maths, including Flipped Learning

**Curriculum Provision and Development:**

- To take responsibility for the development of resources, schemes of work, marking policies, assessment, and teaching and learning strategies within KS3 Maths, in line with the school and Department Improvement Plans.
- To keep up-to-date with national developments in KS3 Maths and related teaching practice and methodology
- To ensure that the development of KS3 Maths is in line with national developments.

**Staff Development and Recruitment / Deployment of Staff:**

- As the Deputy Head of Maths, to assist the HOD with the day-to-day management of staff within the subject area and to act as a positive role model
- To work with the HOD to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To assist in undertaking Appraisal Review(s) and to act as reviewer for a group of staff within the subject area
- To help the HOD make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area and liaising with the cover supervisor/ relevant staff to secure appropriate cover for Maths
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To participate in the school's ITT programme

**Quality Assurance:**

- To ensure the effective operation of quality control systems, including leading on maintaining high standards at KS3 through regular, systematic work scrutiny

- To establish the process of the setting of targets within KS3 Maths to work towards their achievement
- To implement school quality assurance procedures and to ensure adherence to those within Maths
- To seek/ implement modification and improvement where required

**Management Information:**

- To ensure the provision of accurate and up-to-date information concerning KS3 Maths on the management information system
- To systematically track student progress in KS3 Maths and to coordinate support and intervention for students and to feedback to Venn meetings as required
- To identify and take appropriate action on issues arising from data, systems and reports, reviewing progress on the action taken

**Communications:**

- As the Deputy Head of Maths and KS3 lead, you ensure that all members of the subject area are familiar with its aims and objectives
- To ensure effective communication/ consultation as appropriate with the parents of students
- To liaise with partner school and other relevant external bodies
- To represent the subject area's views and interests

**Marketing and Liaison:**

- As the Deputy Head of Maths, you will contribute to the school liaison and marketing activities
- To lead development of effective subject links with partner schools and the community to attend liaison events in partner schools as required and to effectively promote the subjects at Open Evenings and other events
- To actively promote the development of effective subject links with external agencies

**Management of Resources:**

- The Deputy Head of Maths will work with the HOD in order to ensure that the subject area's teaching commitments are effectively and efficiently time-tabled and roomed
- To help the HOD complete a Business Plan and actively monitor spending throughout the year

**Pastoral System:**

- To monitor and support the overall progress and development of students

	<ul style="list-style-type: none"> <li>• To monitor 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</li> <li>• To contribute to and implement the school policy on rewards and support, taking responsibility for student behaviour</li> <li>• To ensure the Behaviour Management system is implemented in the subject area so that effective learning can take place</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> </ul>
<p><b>Teaching:</b></p>	<p>To demonstrate outstanding learning and teaching in own practice and be willing to share ideas and resources with all other staff</p> <p>To be regularly observed by other staff in the department in order to facilitate the spread of best practice</p> <p>To regularly observe other teaching staff involved with KS3 Maths in order to suggest areas of improvement</p>
<p><b>Additional Duties:</b></p>	<ul style="list-style-type: none"> <li>• To attend all appropriate meetings</li> <li>• To plan and prepare courses and lessons</li> <li>• To contribute to the whole school's planning activities</li> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere</li> <li>• To assess, record and report on the progress, development and attainment of students and to keep such records as are required</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards</li> <li>• To prepare and update subject materials</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus</li> <li>• To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> </ul>

	<ul style="list-style-type: none"><li>• To undertake assessment of students as requested by external examination bodies, subject area and school procedures and to mark, grade and give written/verbal and diagnostic feedback as required</li></ul>
--	--