**Job Description**

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| **Job title** | Deputy Head of Maths |
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| **Salary Scale** | TLR 2b |
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| **Responsible to** | Head of Maths Faculty |
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| **Purpose of Role** | * To develop and lead on either a key stage within Maths to ensure excellent standards of student progress and achievement. * To support and work with the Head of Maths in developing the curriculum, teaching and learning and assessment of the faculty. * To deputise for the Head of Maths and undertake leadership duties as required. |
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| **General Responsibilities** | * For the standards of teaching, learning, assessment, student progress, behaviour, learning outcomes, curriculum development and deployment of resources within the faculty of Maths |
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In addition to carrying out the duties of a School Teacher as set out in the School Teacher’s Pay Conditions Document, the Deputy Head of Maths at Elthorne Park High School will have the following responsibilities:

**Strategic direction and development of the subject**

1. To establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of a subject and / or key stage, which
   1. contribute to the whole-school vision, aims and policies.
   2. enable challenging targets for improvement to be met.
2. To monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement in Maths.

**Leadership**

1. To lead, alongside the Head Department, on raising achievement in Maths, and develop and communicate a clear vision for improving and sustaining outcomes and teaching and learning.
2. To support, coach and mentor colleagues to develop teaching and learning in the department and provide the challenge, information and development necessary to sustain motivation and secure improvement in teaching.
3. To assist with quality assurance according to whole school policy.
4. To appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
5. To lead professional development of subject staff through example and support, and co-ordinate the provision of high quality professional development, drawing on other sources of expertise as necessary, for example, sources of research, higher education, LAs, subject associations and other professionals.
6. To help staff achieve positive and constructive working relationships with students.

**Teaching and learning**

1. To secure and sustain effective teaching of the subject.
2. To evaluate the quality of teaching and standards of students’ achievements and set targets for improvement.
3. To provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
4. To use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action and intervention to support those students.
5. To establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing accurate information about curriculum, attainment, progress and targets.
6. To work with the SENCO and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject specific targets and match work well to students’ needs.

**Other**

1. To act as a role model to students in respect of dress, attendance and punctuality and general conduct.
2. To undertake any duties as may reasonably be required by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Selection Criteria / Person Specification**

The following aspects will be assessed in different ways, as shown: A= Application Form; I = Interview; T = Task

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|  | **Standard** | **Desirable** |
| **Education and Training** | * University Graduate with a good degree in a relevant Maths degree (A) * Qualified Teacher Status (A) | * Evidence of relevant CPD and commitment to ongoing professional development (A,I) |
| **Teaching and Learning** | * Knowledge of the requirements of the National Curriculum and KS3/4/5 courses (A,I,T) * Able to teach Maths up to Sixth Form (A,I,T) * Use of innovative approaches to the development of teaching and learning (A,I) * Have a proven record of success in improving student outcomes in Maths (A,I,T) * Able to motivate students and develop positive relationships with parents/carers (A,I,T) * Able to model best practice in teaching and learning, marking and assessment (A,I,T) | * Have a willingness to offer extra-curricular activities (A,I) * Knowledge of UCAS application process and how to support students in accessing Russell group Universities (A,I) |
| **Leadership and Management** | * Be able to inspire, challenge, motivate and empower staff to carry the school’s vision forward (A,I,T) * Able to develop the teaching of others to secure improved student outcomes (A,I,T) * Have experience of curriculum development and monitoring the delivery by a team of staff (A,I) * Able to use data to evaluate the performance of staff and students and plan changes in curriculum, assessment and pedagogy (A,I) * Able to quality assure the work of the maths department with integrity and with an approach that ensures necessary actions are acted upon (A, I) | * Experience leading the training of other staff which raised standards (A,I) * Able to develop a vision for maths for the future (I) |
| **Personal Qualities** | * Have a strong moral purpose and drive for improvement (I,T) * Have a firm approach to discipline around the school, and excellent classroom management skills (I,T) * Have an ability to contribute effectively to a team (A,I) * Be committed to the highest standards in all areas of school life (personal, behaviour, academic, enrichment) (A,I) * Have a strong grasp of contemporary educational issues (A,I) * Able to set challenging and achievable targets and ensure their delivery (A,I) * Have good time management skills (A,I) * Have outstanding communication and inter-personal skills (A,I,T) * Have an excellent record of attendance (A) | * Experience coaching other teachers in improving teaching and learning (A,I) |