**The Hyndburn Academy**

**Job Description - Assistant Subject Leader (Second in Department)**

**Assistant subject leaders support subject leaders through the provision of professional leadership and management for a designated area of the subject in order to secure quality learning experiences, within a positive framework and efficient deployment of resources, resulting in high levels of achievement for all students.**

|  |  |
| --- | --- |
| Post | Assistant Subject Leader for Mathematics |
| Purpose | * To deputise for the subject leader as and when required * To be accountable for raising standards of student achievement and attainment and to monitor and support student progress within the key stage/ responsibility area * To effectively and efficiently deploy teaching and associate personnel, finance and resources in conjunction with the subject leader * Teach identified groups within KS3 and 4 * To take responsibility for the leadership development of a core area of Mathematics improvement. This will be identified on an annual basis. |
| Reporting to | Subject Leader for Mathematics |
| Responsible for | * Ensuring the subject curriculum adequately prepares students for Examinations * Student attainment, achievement and engagement in a key stage/ responsibility area. * Development of intervention and extension activities to extend the success of the most able and support those below expected levels of attainment |
| Liaison | * Principal/Vice Principals/Assistant Vice Principal/Curriculum Directors/Directors of Learning/Staff with academy wide responsibility/Parents/Cross Academy and Local Authority personnel |
| Core Functions | Direction and Planning |
|  | * Lead the development of appropriate syllabuses, resources, schemes of work and teaching and learning strategies * Maintain an up-to-date knowledge and understanding of the academy aims, priorities, targets and action plans and their impact on subject development and improvement * Analyse and interpret relevant available evidence to inform policies, practices, expectations, targets and teaching methods * Assist in the establishment, implementation and monitoring of subject improvement plans, which reflect Directorate and Academy priorities and, setting challenging, realistic targets, implementation actions and success criteria * Ensure that Subject Leader, Academy Executive and Governors are well informed about subject policy, plans and priorities through supporting/leading the provision of detailed planning and evaluation * Ensure that relevant subject resources and accommodation are used efficiently to create an effective and stimulating environment to enhance teaching and learning |
|  | Raising standards |
|  | * Analyse relevant national, local and Academy based performance data and be proactive in its use to inform teaching and learning strategies through the establishment of high expectations * Establish clear targets for individual students and teaching groups, monitor performance and establish/implement effective strategies to rectify underperformance * Review curriculum developments and opportunities relating to the subject in order to enhance opportunities for success * Maintain up-to-date knowledge and understanding of the characteristics of high quality teaching and learning and develop these within the subject * Assist in the implementation strategies to identify and acknowledge student and staff achievement |
|  | Managing Learning |
|  | * Implement regular self evaluation of all aspects of teaching and learning within the Key Stage aspects of the subject in line with academy expectations * Identify and disseminate effective pedagogy, supporting colleagues within the subject and in relation to cross curricular initiatives * Assist in creating and maintaining a climate for learning throughout the subject * Assist with managing student behaviour within the subject in line with academy policy and practice * Liaise with other staff to ensure cross curricular issues are appropriately mapped, resourced and delivered within the subject * Monitor curriculum coverage and standards * Following academy protocol, establish systems for assessing, recording and reporting students achievement * Support a clear, shared understanding of the subject in contributing to the spiritual, moral, social and physical development of students and in preparing them for the opportunities and experiences of adult life |
|  | Managing Staff |
|  | * Support the professional development of own and all colleagues within the subject, liaising with Subject Leader as required * Participate in the recruitment process for new staff and implement appropriate induction * Create a positive climate and promote team work within the subject in order to motivate staff and ensure effective working relations * Support the training role of the Academy through the involvement with NQT/ITT/GRTP and other training routes as appropriate in conjunction with senior colleagues * Make arrangements for maths classes when staff are absent, ensuring appropriate work is provided and that cover staff are fully briefed * Undertake performance reviews for designated staff within the subject |
| General |  |
|  | * This job description has to be read in conjunction with the overall requirements of responsibilities identified within relevant conditions of service * Whilst every effort has been made to identify the main duties and responsibilities, each individual task may not be specifically identified * Colleagues will be expected to comply with reasonable requests from their line manager/senior staff to undertake work of a similar level that is not specified within the job description * Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers * The Academy will endeavour to make reasonable adjustments to the job and working environment to enable access to employment for disabled applicants or continued employment for any employee who develops a disabling condition |

This job description is current at the date shown but following consultation may be changed by the Principal to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The Academy staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.