**Our Lady’s Catholic College**



ASSISTANT SUBJECT LEADER

job Description

### RESPONSIBLE TO SUBJECT LEADER

# **Core Common Duties & Responsibilities**

* To take responsibility for Key Stage 3 Mathematics.
* To take responsibility for the development and monitoring of resit mathematics.
* To be a lead teacher within the subject across the full age and ability range, reacting positively to strategies and trends within the subject and delivering training when deemed necessary by the Subject Leader.
* To work with the Subject Leader to use student performance data effectively. This will include the setting of individual and class targets that engage with pupils by addressing their individual needs.
* To assume the role of Subject Leader in the absence of the current post holder
* To ensure that teachers working in the subject are complying with whole school assessment, recording and reporting procedures.
* To help make certain that subject resources are effectively and efficiently managed.
* To be proactive in providing additional opportunities for our maths students such as involvement in the maths challenge and career days
* To undertake performance management reviews as directed.

Subject Specific Duties & Responsibilities to be determined by Subject Leader.

**APPLICATION**

Application forms are available from the Headteacher’s Assistant. The application form should be returned to the school with a covering letter setting out your suitability for the role. Please pay attention to the above description and the attached ethnicity forms. The closing date for applications is 9am on 26th April 2018 with interviews scheduled for Thursday 3rd May 2018.

If you have any further queries with regard to this role, please do not hesitate to contact Julie Creer on Tel: 01524 66689 or via email j.creer@olcc.lancs.sch.uk.