

**JOB DESCRIPTION  
ASSISTANT DIRECTOR OF  
MATHEMATICS DEPARTMENT  
MPR + TLR2c**

**RESPONSIBLE TO**

Associate Headteacher, Senior Deputy Head, Subject Director

**RESPONSIBLE FOR**

Teaching and non-teaching staff attached to the Department

**DUTIES**

The Conditions of Employment of School Teachers (Schedule 3) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**MAIN ACTIVITIES TO THE PARTICULAR DUTIES:**

This is a key role within the Maths department, as is reflected by the significant responsibility for areas relating to whole department effectiveness.

- ❑ To teach at KS3, KS4 and KS5.
- ❑ To contribute to other areas of the curriculum as and when necessary.
- ❑ To assist in establishing Departmental aims and objectives and state them in the Departmental Handbook.
- ❑ To assist in the production, monitoring and evaluation of the department database.
- ❑ To assist in the organisation of setting arrangements for all Year groups.
- ❑ To assist in the organisation of Examinations for all year groups, Teacher Assessments, GCSE and other vocational qualifications.
- ❑ To represent the department in cross curricular working parties and work with outside organisations in order to enrich the experience of students
- ❑ To assist in the review process in order to evaluate and develop curriculum materials, procedures and strategies to meet these objectives.
- ❑ To work with team members to ensure they feel confident to support students.
- ❑ To work towards the appropriate differentiation of the curriculum so as to meet the needs of all levels of student ability.
- ❑ To help develop structures to facilitate progression and continuity in terms of cross phase work.
- ❑ To contribute as appropriate to work involving cross curricular themes.
- ❑ To promote teaching and learning styles which stimulate student interest and involvement in learning.

- ❑ To ensure the implementation of the school's homework policy.
- ❑ To assist in establishing appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the Department, including the careful presentation of work and the care of books and equipment.
- ❑ To assist in establishing procedures for the monitoring and recording of progress, which include the active participation of students, and involve the passing on of records from year to year.
- ❑ To write diagnostic reports as appropriate.
- ❑ To assist with recruitment and appointment.
- ❑ To support ITT work within the school.
- ❑ To encourage team work and good morale.
- ❑ To help organise workshop activities and meetings that enable discussion and development of the curriculum and to encourage staff to become more reflective and informed about their classroom practice.
- ❑ To create a positive learning environment through displays and positively reinforce students' work in the area.
- ❑ To help oversee and evaluate the work of staff within the Department including:
  - Observation of lessons and non teaching tasks
  - Checking of books, records and assessments
  - Contribution to performance management
- ❑ Attend weekly Line Manager meetings.
- ❑ To carry out appraisals for identified staff.

#### **RESOURCES AND ACCOMMODATION**

- ❑ To establish and maintain, through forward planning, appropriate resources for the subject or curriculum area.
- ❑ To lay down standards for the proper care of accommodation, furniture and equipment; and to enhance the learning development through the effective display of students' work and other materials.
- ❑ To incorporate a wide range of resource materials into the curriculum, including I.T. software.

#### **COMMUNITY RESPONSIBILITIES**

- ❑ To ensure effective dialogue with parents in accordance with school policies.
- ❑ To work closely with partner primary schools and post-16 institutions.
- ❑ To liaise with external agencies and employers as necessary.

#### **WHOLE SCHOOL ROLES AND RESPONSIBILITIES**

- ❑ To ensure that a Departmental Development Plan is contributed to the Whole School Development Plan.
- ❑ To support whole school activities that benefit the whole community (eg school concerts, shows, sports events).
- ❑ To ensure the Department is represented in any working groups on whole school initiatives.

- ❑ To ensure that the Department's work is displayed and promoted in the school and community as appropriate.
- ❑ To participate in the implementation of the School Behaviour Policy.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*"This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."*

**Note:** The Marches School is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.

TS/ss  
Sept 2018