JOB DESCRIPTION: ASSISTANT HEADTEACHER IN CHARGE OF MATHEMATICS

STATUS: FULL TIME, PERMANENT

SALARY: LEADERSHIP: L11-L15

RESPONSIBLE TO: HEADTEACHER

RESPONSIBLE FOR: ALL STAFF TEACHING MATHEMATICS

JOB PURPOSE: ***The single most important responsibility of any Subject Leader is to grow great teachers within his or her team.*** Huntington School needs its Teaching and Learning Responsibility Post Holders to be leaders as well as managers. Leading with imagination and persistence they should seek to create a department team with a shared sense of loyalty, enjoyment, and of pride in their professional development and the ability to deliver the school's core purpose. Subject Leaders have the responsibility to lead and manage their staff and all aspects of the department, so that any student learning their subject does so in a structured, interesting way, against the background of an ordered, attractive environment and becomes a confident, successful learner who will thrive in a changing world.

A Subject Leader also has a wider leadership role within the whole school contributing to whole school policy-making and development and communicating and implementing whole school policy within the department.

Huntington School seeks to appoint to Subject Leader roles people who are innovative and self-motivating in the way they tackle the role as already defined. It is not the school's intention to micro-manage the way that a Subject Leader works but we do need to be clear about what is expected of Subject Leaders. That is why each Subject Leader is line-managed by a Member of SLT through a series of half termly meetings. To support Subject Leaders we have defined more closely what the specific responsibilities are:

Specific Responsibilities

The Subject Leader role includes all of the following responsibilities. Where there are other post holders in the department the leadership of these responsibilities can be distributed, along with the relevant accountability.

- **Teaching**: *The single most important responsibility of any Subject Leader is to grow great teachers within his or her team.* A Subject Leader is responsible for the quality of teaching in the department. This includes monitoring that quality through the school's formal self-evaluation structures and using the results of monitoring to identify the training needs of teachers in the department. In liaison with the appropriate Assistant Headteacher it is the Subject Leader's responsibility to provide training for teachers in their departments through the Teaching and Learning Forum.

- **Learning:** A Subject Leader is responsible for the quality of learning in the department. This includes a responsibility for overseeing the monitoring and assessing of student progress and the reporting of this through student reports, progress reports and departmental reports. A Subject Leader must be able to identify where learning is outstanding and where it is inadequate. Where a Subject Leader has concerns about the quality of learning of groups or individual students in the department they should intervene appropriately to raise levels of student achievement. Ensuring that all students are at least making the progress expected of them is a major responsibility of all Subject Leaders.
- **Curriculum**: A Subject Leader is responsible for ensuring that the department has high quality schemes of learning that meet the needs of the range of students taught by the department and provide sufficient structure to allow teachers in the department not only to plan their own lessons but to be able to rely on what their classes have already been taught. Differentiating provision throughout the subject to ensure the needs of all learners are met is an important priority for Subject Leaders.
- **Cross Curricular Obligations**: Where it is a matter of school policy, it is the responsibility of Subject Leaders to write into their schemes of work any obligations they might have to teach in an agreed way or to teach agreed subject content for another curriculum area. Examples of this might include Enterprise Education, ICT, and the use of certain literacy and numeracy strategies.
- **Examinations:** In liaison with the School's Examination Officer the Subject Leader is responsible for ensuring that arrangements are in place to make sure that each student is entered for the right examination. This is particularly important when there are choices to be made about tiers of entry. The Subject Leader is also responsible for instructing candidates at the start of public departmental examinations.
- **Grouping Arrangements:** A Subject Leader is responsible for the formation and implementation of the department grouping policy. This includes setting within the subject, setting across several subjects, advice on mixed ability groupings and providing advice when the placing of a student is reviewed.
- **Departmental Organisation**: The Subject Leader is responsible for all policies that the department needs to have in place in order to achieve the department's aims. These policies need to be clearly explained in a departmental handbook.
- **Deployment of staff**: It is the responsibility of the Subject Leader to deploy the members of their team both in respect of their timetable and in respect of their contributions to department planning in line with the wording of the teachers' contracts of employment. The Subject Leader should be aware in deploying staff not only of their individual strengths but of their needs to develop by taking on new challenges.
- **Managing the Departmental Team**: It is the responsibility of the Subject Leader to build a team spirit within the department, using Performance Development, praise and departmental meetings to encourage the team to share good practice, to train together, support each other and share common goals and good humour. This applies not only to teachers but to support staff.
- **Managing Support Staff**: It is the responsibility of the Subject Leader to allocate tasks and review work done in their specific areas of delegated responsibility so that support staff colleagues are guided in how to provide effective support for the teaching staff.

- **Appointments:** It is the responsibility of the Subject Leader to assist the Headteacher in all aspects of appointments of all department staff, including the advertisement, the appointments procedures and the decision.
- **The Wider School Role**: It is the responsibility of Subject Leaders to liaise with Heads of House, with other Subject Leaders and with the SLT, in order to support students in learning effectively, in order to promote the interests of the department to the rest of the school in order to interpret and promote the interests of the whole school within the department.
- **The learning environment**: Where a department has an area of the building allocated to it for the majority of subject lessons it is the responsibility of the Subject Leader to make sure that the area is bright and attractive and well maintained so that it makes a good working environment that promoted the values of the department.
- **Reports**: A Subject Leader should advise members of the department on how to write reports and should check all departmental reports before the office compiles and records them.
- **Resources and the departmental budget:** A Subject Leader is responsible for checking student numbers annually to ensure a fair allocation of capitation money and for bidding for additional capitation if needed. They are also responsible for spending that money wisely and for making sound arrangements to ensure that all non-consumables are accounted for.
- **Student and Staff references**. Subject Leaders are responsible for writing clear, detailed and accurate references to assist with UCAS applications or job applications for student or staff.
- **Student commendations and first stage student discipline in their departments:** Subject Leaders are responsible for their department being fully involved in the commendations process and for making time for students to collect commendations from them. They are also responsible for being the first stage of assistance with school discipline that a member of the department must call on to assist with discipline in department lessons. This role is clearly defined in the school's sanctions policy to be found in the Staff Handbook
- **Anything else** that is necessary to achieve the purpose of this post.

With regards to the development of Numeracy across the curriculum, the main areas of responsibility are to:

- Line manage the Lead Teacher Numeracy and support the development of Numeracy across the Curriculum;
- Lead the Lead Teacher Numeracy in delivering a coaching/mentoring programme to improve the quality of teaching in subjects which require relatively high levels of numeracy, such as Science, Technology and Geography.

With regard to membership of the School Leadership Team

- To attend and contribute to the weekly Strategic SLT meetings.

SCHOOL VALUES

The post holder will subscribe to the notion that *we want all members of our School community to value*: Respect; Honesty: Kindness, and believe in the limitless potential of people.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

Signed: _____ (Post Holder)

Signed: _____ (Operational Line Manager) Date: _____