

**ETONE COLLEGE ETONE COLLEGE**

**Job Description – Assistant Subject Leader - Maths**

**“Etone College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”**

*Written notification of salary will be provided in accordance with the Teachers Pay and Conditions document.*

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| **Post Title** | **Assistant Subject Leader - Maths** |
| **Accountable to** | Director of Maths |
| **Purpose** | In addition to that expected of a classroom teacher   * Proactively implementing any process, policy, system or activity that promotes raising the standards of Teaching & Learning and working towards improving achievement * Work effectively with the Director of Maths to ensure co-ordinated high quality leadership and management |
| **Responsible for** | * Raising achievement in Maths * Improving the quality of the curriculum in Maths * Implementing staff materials to support teaching * Providing training to develop the standard of teaching |

*All Teachers, regardless of position, are expected to meet the criteria set out in the Teachers’ Standards.*

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| **Main activities** | * Contributing to the management of the department, attending meetings and cascading information to the department * To respond to day to day issues within the department, constantly displaying professionalism and using initiative along with commitment to the department’s development plan * Develop teaching and learning within the department * Work collaboratively and sharing good practice with staff members * Leading the development/acquisition of an environment for learning and produce learning resources that are stimulating and motivating, promoting the engagement of all pupils within Maths. * Reporting to the Director of Maths on pupil performance within the department * Reporting to the Director of Maths on the impact of implemented teaching and learning strategies * Identifying CPD needs, facilitating and co-ordinating CPD opportunities within Maths * Developing and improving the skills and knowledge of all staff in the curriculum area and disseminating good practice across the department * Syllabus/course selection, to develop learning and attainment for all years and key stages in Maths * Developing lesson material within the department to facilitate learning * Providing a professional role model as a lead teacher in the department * Monitoring the production of controlled assessment and coursework, developing strategies to ensure it is completed to the expected standard and that deadlines are clearly set and shared. * Monitoring the development and implementation of examinations and assessment opportunities to comply with school expectations |
| **Pastoral System** | * To act as a form tutor and monitor and support pupils progress, within your tutor group * Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group * To ensure the behaviour management system is implemented in the department so that effective learning can take place |
| **Additional duties** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example * To continue personal professional development as agreed * To engage actively in the performance review process * To comply with the College’s Health and Safety policy and undertake risk assessments as appropriate * Duties (break time and after college) |

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by STPCD not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: …………………………………………. Date: …………………………………….

Postholder Signature: …………………………………………... Date: ……………………………………..

Headteacher Signature: ……….…………………………………. Date: ……………………………………