



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

Assistant Head of Mathematics

Job Description

A. Achievement of Students

Responsibilities:

- Assist the Head of Mathematics in tracking the performance of pupils
- Be a leader in the Departmental effort to ensure pupils are given relevant, regular and standardised assessments.

Roles:

- Ensure that members of the Department are entering all the relevant data into progress tracking sheets
- To make strategic use of tracking data in order to target under-achievers and organise appropriate and timely intervention
- Assist the Head of Mathematics to set appropriate mock examinations and end-of-year examinations and ensure moderation across the Department
- To ensure examination entries for all candidates in the Department

B. Teaching Quality

Responsibilities:

- To be a role model exemplifying the highest standards of classroom practice
- To maintain a climate for learning that encourages high standards of achievement and conduct
- Assist the Head of Mathematics in ensuring the quality of teaching and learning is monitored and evaluated according to School policies
- To be aware of up-to-date pedagogy and ensure that the most appropriate methods are used to meet the needs of all learners
- To take responsibility for an area of the Mathematics curriculum (this is flexible depending on the strengths and preferences of the candidate) and ensure that schemes of work are up-to-date, meet statutory and examination board requirements and are available to staff
- To promote extra-curricular activities by the Department to enrich the curriculum
- To administer the Departmental entries into the UKMT Mathematics challenges and competitions

Roles:

- To undertake lesson observations and provide constructive feedback
- To review and update Schemes of Work regularly
- Assist the Head of Mathematics in maintaining the Departmental area of the school's Virtual Learning Environment

C. Leadership and Management

Responsibilities:

- To monitor and support Departmental staff
- To ensure effective communication with and between staff in the Department
- To ensure effective communication between the Department and parents, governors and other external agencies.
- To deputise for the Head of Mathematics where necessary.

Roles:

- Represent the department at internal and external meetings including Academic Leadership Team and local Maths Hubs
- To complete relevant reports for *The Living Record* and *The Stratfordian*
- To complete Performance Management/Appraisal lesson observations and review meetings for all colleagues
- To be a point of contact for parents who have any concerns or queries regarding the Department
- To review annually the Departmental Assessment Strategy with the Head of Mathematics

D. Behaviour and Safety

Responsibilities:

- To manage student behaviour within the Department
- To ensure that the Department contributes to the pastoral support of students as necessary.

Roles:

- To report regularly and systematically concerns about students to Vertical Tutors and Heads of School

To take roles and responsibility for other areas as may reasonably be requested by the Headmaster.