

## Job Description

<b>Academy:</b>	Leeds East Academy
<b>Job Title:</b>	<b>Assistant Head of Mathematics</b>
<b>Grade:</b>	MPS / UPS + TLR 2b
<b>Accountable to:</b>	Head of Maths

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### Role:

You will work with the Head of Mathematics on the strategic development of the mathematics department and their outcomes. You will work to secure excellent rates of progress for all learners and be committed to supporting the achievement of all our young people.

You will strive to empower your team ensuring excellent standards of classroom practice as well as marking and feedback developing each team member into an outstanding practitioner.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters, guide the work of every adult working at or associated with Leeds East Academy.*

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### General Duties and Responsibilities:

- Uphold and implement all whole-Academy policies in the discharge of duties of the post
- Report on Standards and Progress in the area by tracking through the year and assist in producing summative reports as required

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### Assistant Head of Maths:

- Help to raise standards of student attainment and achievement within the subject area of Mathematics
- Assist the Head of Mathematics with leading on student progress, leadership, management and development of the mathematics team.
- Develop and manage the Mathematics Curriculum for Key Stages 3 and 4

- Identify areas for teacher development in subject knowledge
- Work with the Head of Mathematics to plan and deliver subject CPD
- Supporting members of the department and inducting new staff
- The management of the database to include data tracking, data conversations prior to data collection and QA of strategies deployed
- Assist with standardisation in assessment of students work, in order that accurate tracking and exam predictions take place and that assessment supports progress
- Identify underachieving groups and students and ensure all teachers use data to monitor progress of students, planning appropriate interventions. Develop intervention strategies within the area and refer students / engage the team with academy-wide intervention plans
- Assist with Mathematics quality assurance including learning walks, work scrutiny wave 1 coaching, student voice
- The management of cover work in mathematics
- Work with the Head of Mathematics to drive Numeracy across the Curriculum
- Be a good role model to all staff by being a consistently good classroom practitioner and by being ICT competent
- Implement agreed positive behaviour strategies including the organisation of area team strategies for positive behaviour
- Other areas as directed by the Head of Mathematics / Principal.

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### **Classroom Teachers: Expectations of all Academy staff**

- Ensure good progress for all students within groups taught through the planning and preparation of high quality lessons which engage, motivate and support learners and adhere to the Academy Teaching and Learning Standard
- Strive to deliver a consistently good standard of teaching
- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students
- Consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the academy
- Assess, record and report on the development, progress and attainment of students within the Area Team and Academy Monitoring and Evaluation schedule

- In consultation with the Area Team Leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the Area Development Plan
  - Be a home-team coach for a specified group of students, establishing the rapport necessary to support their social, emotional and citizenship education and development
  - Within the Area Team, make a strong contribution to agreed PSHCE areas as designated to the subject area through 'immersion' curriculum experiences
  - Contribute to the wider life of the academy by participating in the provision of planned extra-curricular activities, such as session 6 intervention and English homework clubs
  - Attend meetings, including parents' consultation sessions, and fulfil duties on rotas as specified in the Staff Handbook
  - Implement all Academy policies with regard to registration, student absence, student uniform, use of planners and other routines detailed in the staff handbook
  - Observe Academy rules relating to the safeguarding of students, health and safety requirements, and equality policies
  - Participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures
  - Participate fully in the Academy Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the Academy's goal to be an outstanding place of learning
  - Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Leeds East Academy is a pleasant, positive place to learn and work
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### **Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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**Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

<b>Signed</b>		<b>Dated</b>	
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