



Job Description

Job Title:	Deputy Director of Learning: Maths
Pay Spine:	MPS/UPS + TLR2b
Position Start Date:	3 rd January 2018
Employment Type:	Full Time
Accountable To:	Director of Learning
Job Purpose:	To support the department team to maintain high standards of student learning, attainment and ethos through high quality teaching and positive behaviour management
Accountable For:	Supporting the Director of Learning in the quality of learning and teaching in department subject areas

KEY ACCOUNTABILITIES

1. Assist the DoL in the leadership and management of the curriculum team.

- Assist the DoL to maintain and raise the standards of learning and attainment for the department area.
- Assist the DoL in managing, supporting and monitoring teaching and CPD of the teachers in the department area.
- Deputise for the DoL as necessary at regular department meetings, prioritising the discussion of academic achievement and progress.
- Attend line management and other meetings as required.
- Contribute to the extra-curricular opportunities within school.
- Assist in organising the schemes of work for the department at KS3, KS4 and KS5
- Help to organise the application, marking and moderation of examinations and ensure that coursework is completed on time and up to standard.
- Ensure that all examination entries in the subject are made and given to DoL on time.
- Ensure that students are entered for the correct exams and at the appropriate level at the right time of year.
- Contribute to whole school developments and monitoring, including school self-evaluation of subject curriculum development work.
- Assisting DoL with day to day tasks and responsibilities.

2. Support the leadership and management of students' learning in their curriculum areas.

- Act as a lead learner and teacher in the eyes of students and teachers of the faculty by modelling good practice, positive relationships with students and a passion for learning.
- Monitor and assess delivery of subject programme across all years.
- Record data from subject centrally in the faculty.

3. Manage data to inform learning.

- Monitor, manage, maintain and share attainment data with staff and parents, organising reports and consultation evenings.
- Collation of all data from formative and summative assessment in all years.
- Assist in management of Sets.
- Contact with parents/carers about students' progress.

4. Responsibility for monitoring subject across all years.

- Monitoring elements of teaching, learning and implementing appropriate intervention.
- Assist in monitoring and evaluating the quality of lessons within the Ofsted framework and the implementation of whole school policies. Support and coach other members of the team on making these judgements.
- Intervening where appropriate.

5. Leading and managing the wider curriculum.

- As a Business and Enterprise Specialist school, ensure that Business and Enterprise is fully adopted across the department within schemes of work and plans.
- Responsible for identifying Gifted and Talented students and providing them with opportunities beyond the classroom.
- Developing extension and enrichment activities for students.
- Planning and preparing trips, events and matches.
- Raising the profile of the subject and the faculty within the school community.
- Support Literacy and Numeracy links within the faculty.

6. Maintenance of a positive behaviour management system.

- Administer the school's behaviour policies and procedures, setting and overseeing detentions and the system within the faculty. Communicate with the DoL to evaluate how effectively rewards and sanctions are used.
- Monitoring of all subject detentions.
- Follow up missed detentions with Year Managers.
- Liaison with Year Managers and other key staff.

7. Professionally mentor subject PGCE students or GTP candidates.

- Lesson observations with constructive feedback.
- Arrange timetables and offer support.
- Offer professional development suggestions and help.
- Completion of end of placement report.

8. To improve the learning environment.

- Establish a positive learning environment in lessons and classrooms.
- Maintain high standards in classrooms and corridors.
- Manage the process with teaching staff.

9. Other responsibilities and duties.

- Perform a duty as required.
- Participate in the school's performance management process.
- Attend development activities and Inset as required and directed.
- Writing reports for school newsletter.

NOTES

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.
- All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document and school policies.
- The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service check.