**St Peter’s RC High School**

**Job Description and Person Specification**

**JOB DESCRIPTION**

**Title of Post** Assistant Headteacher - Head of Maths

**Salary Range**Leadership 15 to 20

**Relationships** Ultimate Responsibility

To the Governors through the headteacher

Immediate Responsibility

To the headteacher through the deputy headteachers

**MAIN CONTACTS**

1. The leadership team
2. Members of the Maths faculty
3. All members of staff and parents / carers
4. All external partners

**MAIN PURPOSE OF THE JOB**

* To endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and the Headteacher through the chaplaincy team and pupil chaplains
* To effectively lead and manage the maths faculty, to ensure the best possible outcomes for all pupils in the school
* To lead teaching and learning so that it is consistently good or better across the faculty through the implementation and delivery of TEEP
* To fulfil the main professional duties as per the general job description of subject teacher and form tutor according to the school’s policies and structure
* To sustain and develop an aspirational culture driven by high expectations for everyone

**MAIN TASKS**

**1.** **Curriculum Organisation and Delivery**

* 1. To lead teaching and learning pedagogy through the use of TEEP to improve the quality of teaching and learning so that all teaching is challenging and engaging
  2. To monitor the quality of teaching and learning within the faculty by examination of lesson planning, examination of pupil work and teacher use of marking, observation of lessons and evaluation of the quality of display and stimulus in the teaching environment
  3. To lead and support appropriate professional development within the Faculty and across the school to support pedagogic and curriculum development
  4. A teaching commitment within the general framework of the school timetable based essentially, but not exclusively within the faculty
  5. To establish the aims and objectives for the faculty in conformity with the school's mission statement, its aims and objectives. To assist in ensuring that the necessary documentation required for the effective running of the faculty is in place
  6. To ensure that appropriate, realistic and challenging targets are set for all pupils taught within the faculty
  7. To develop, along with appropriate colleagues, syllabuses and programmes of work, designed to meet the needs of all pupils, with particular reference to the National Curriculum and developments in literacy, numeracy and ICT
  8. To monitor the progress of all pupils taught within the faculty against targets, ensuring high standards of work, providing oral and written reports to the Headteacher and governors as and when required
  9. To contribute to the school’s ongoing self-evaluation process including contributing to the production of a faculty SEF, action pan and any other documentation required for subject review meetings and Governor validation meetings
  10. To ensure effective liaison with the Inclusion faculty and Resourced Provision for pupils with special educational needs and to seek to make appropriate provision
  11. To ensure appropriate liaison, monitoring and support for all subjects within the faculty
  12. To work closely with the appropriate staff within school and in partner schools in the implementation and development of new curriculum initiatives. This includes work through MANCEP and with partner schools throughout Manchester and beyond

# Staff Development

* 1. To offer advice to the Headteacher, as appropriate, on the appointment and disposition of staff within the faculty
  2. To lead on the welfare and professional development of faculty staff and of student teachers allocated to the faculty, ensuring that any identified needs are addressed through the provision of high quality coaching and mentoring
  3. To ensure there is appropriate training for staff and that the school is fully aware of national developments including School Direct for which St Peter’s is a lead school
  4. Supporting staff in the faculty in ensure all teaching is consistently good or outstanding

# Management

* 1. To have professional accountability for all teachers and support staff working within your designated team and to act as performance management team leader for those staff indicated within the whole school performance management structure, as per staff handbook
  2. To attend all necessary meetings as determined by the Headteacher

* 1. To take responsibility for the faculty capitation, ordering, receiving, checking, recording and safe keeping of all stock, equipment and teaching aids
  2. To submit to the assessment co-ordinator recommendations for external examination entries and to advise on special arrangements for SEN pupils
  3. To ensure effective primary and tertiary liaison with local schools and colleges to develop continuity and progression
  4. To have responsibility for monitoring the maintenance and condition of accommodation and furniture in the faculty areas as well as ensuring displays of students' work

# 4 Assessment and Monitoring

* 1. To develop an effective assessment policy within the faculty which reflects the school's mission statement and whole school policy on assessment
  2. To establish and monitor effective staff record keeping of students’ progress towards school targets
  3. To lead or initiate INSET in the relevant use of ICT in the faculty and to ensure compliance with school policy on ICT and internet use. To review and, where necessary, introduce new software and ICT techniques, to encourage innovation that fosters effective learning

**5 Equal opportunities Policy**

5.1. To promote equal opportunities in all aspects of responsibility according to the school’s aims and objectives

*In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:*

* *to play a significant and prominent role in the spiritual life of the school community*
* *to maintain a high standard of discipline, appearance, punctuality and commitment in all pupils*
* *to promote parental and community involvement in the life and work of the school*

*This Job Description will be reviewed annually and may be subject to amendments or modifications at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the expectations of the school in relation to the post holder’s professional responsibilities and duties. This job description should be read in conjunction with the latest School Teachers’ Pay and Conditions Document*

**PERSON SPECIFICATION**

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Listed below are the essential requirements, which are considered necessary for the post. In your application, please address each of the areas giving details of your experience together with examples of how you have undertaken tasks, which illustrate clearly the impact that it has had on raising aspirations and improving outcomes.

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|  | **ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **1.** | **Training, Qualifications, Experience:** |  |
|  | to be an outstanding Maths teacher | Application Form |
|  | to be a qualified teacher with relevant experience | Application Form |
|  | to have recent experience of teaching children in the secondary age range | Application Form |
|  | to have recent experience of professional development and self-awareness of professional needs | Application Form |
|  | to have successfully held a post of leadership and successfully led a Maths faculty | Application Form |
| **2.** | **Leadership Skills:**  **To be able to communicate and co-operate effectively by:** |  |
|  | evidence of improving outcomes and standards in Maths | Interview / Application Form |
|  | excellent understanding of pedagogy and practice | Interview / Application Form |
|  | establishing and maintaining good relationships, in particular with students, parents and colleagues | Interview / Application Form |
| **3.** | **Management and Organisation:**  **To be able to manage and organise effectively by:** |  |
|  | matching the teaching to the students' individual needs | Interview /  Application Form |
|  | working collaboratively within the team of teachers and in the classroom | Interview /  Application Form |
|  | using a variety of teaching styles, including individual, group and whole class approaches | Interview /  Application Form |
|  | planning and, organising the curriculum to challenge and stretch pupils | Interview /  Application Form |
|  | creating a purposeful, orderly, supportive and stimulating environment for to develop pupils independence and resilience | Interview /  Application Form |
| **4.** | **Curriculum:**  **To be able to teach effectively and ensure continuity by:** |  |
|  | promoting the social, cultural, spiritual and moral development of all students | Interview /  Application Form |
|  | demonstrating clear current knowledge in the relevant subject | Interview /  Application Form |
|  | planning, developing and monitoring appropriate learning activities | Interview /  Application Form |
|  | understanding that the role of the school is to provide effective education for all students | Interview /  Application Form |
|  | being aware of the need to maximise the potential of ICT as an aid to learning | Interview /  Application Form |
|  | assessing, recording and reporting on students’ learning | Interview /  Application Form |
| **5.** | **Special Knowledge:**  **Understanding and awareness of:** |  |
|  | the learning, social, cultural and pastoral needs of students in urban schools | Interview /  Application Form |
|  | the principles and practices of equal opportunities and the various cultures served by schools in urban areas | Interview /  Application Form |
| **6.** | **Work Related Circumstances**  **Commitment to:** |  |
|  | the school’s Equal Opportunities Policy | Interview /  Application Form |
|  | developing the role of parents and carers as partners in their children’s education | Interview /  Application Form |