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| **Role Title** | Assistant Department Leader |
| **Salary and Hours** | TLR 2.2 Full-time |
| **Accountable to** | Assistant Principal: Maths & Numeracy |
| **Accountable for** | Student progress and attainment across a specific year group range  Leading and monitoring teaching, learning and assessment, as directed by the AP: Maths & Numeracy |
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| **KPIs for the role (metrics to be added for the School Improvement Plan and Performance Management)** | |
| Outstanding outcomes, based on starting points, for all students and sub-groups for one Key Stage within Maths.  Rigorous, regular and pro-active quality assurance processes to maintain high standards of teaching, learning and behaviour.  Teaching and learning standards and consistency across all lessons within the year group range, with specific focus on ensuring differentiation and challenge and consistency in marking for progress and feedback; both formative and summative.  Monitor and Implement curriculum and specification changes in response to national developments.  Supporting the AP: Maths & Numeracy in the monitoring quality assurance processes so that standards are high and consistent.  Development of UPS teachers and other members of the Maths team as directed by the AP: Maths & Numeracy  Contribute to, and lead extra-curricular opportunities for students within Maths  Support the AP: Maths & Numeracy in the day to day management and administration of the department to ensure effective communication across the team of teachers  Contribute positively to the wider life and ethos of the school including by being an excellent Form Tutor | |
| **Key Responsibilities** | |
| Produce detailed schemes of work for relevant year groups which reflect latest curriculum developments and support teachers to deliver outstanding lessons  Develop high-quality assessment materials for relevant year groups which enable teachers to track student progress  Monitor standards of attainment and progress in the relevant year groups  Plan and implement appropriate intervention programmes to support student progress  Be a role-model, outstanding classroom practitioner, fully prepared to develop others  To deputise for the AP: Maths & Numeracy when absent.  To assist the AP: Maths & Numeracy to produce exam reviews and strategic development plans  To assist the AP: Maths & Numeracy with the line-management of staff, including via the appraisal system  To assist the AP: Maths & Numeracy with quality assurance within the department by undertaking work scrutiny, learning walks and other monitoring activities.  Contribute to the running of department meetings  Keep up to date with relevant developments in curriculum and pedagogy | |