



## ST PETER'S SCHOOL HUNTINGDON

### JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>POST TITLE</b>	Assistant Head of Mathematics
<b>RESPONSIBLE TO</b>	Head of Maths
<b>RESPONSIBLE FOR</b>	In absence of Head of Department, teachers and support staff working within the Department.
<b>PERFORMANCE MANAGEMENT</b>	By the Team Leader allocated in the performance management arrangements published at the beginning of each academic year.
<b>PURPOSE OF JOB</b>	<p>To assist the Head of Department in leading, managing and developing the department and subject throughout the school, promoting the maximum progress of all students and securing the highest possible quality teaching and learning.</p> <p>To carry out the duties of a School Teacher as set out in the current edition of the School Teachers' Pay and Conditions Document.</p>

#### SPECIFIC RESPONSIBILITIES

##### A: STRATEGIC LEADERSHIP OF THE DEPARTMENT

1. To assist the Assistant Headteacher in developing and maintaining a clear shared vision for the direction of the Department and its contribution to the overall ethos and aims of the school.
2. To work with colleagues to formulate aims, objectives and strategic plans for the department relevant to the needs of the students, taking into account the outcomes of internal and external evaluation and compatible with the strategic aims and plans of the school.
3. To assist the Head of Department in developing and implementing department policies on teaching and learning, department self-evaluation, student management, health and safety and other areas as required, ensuring that they are compatible with whole school policies. To ensure that the department implements whole school policies.
4. To liaise regularly and effectively with the Head of Department.
5. In the absence of the Head of Department to effectively represent the department (or ensure that it is represented) on the relevant school management groups on relevant committees and working parties and appropriate external organizations.

6. To maintain up-to-date knowledge of new national and local developments and issues concerning the department, advising the Head of Department as appropriate.

#### **B: STAFF**

7. To assist the Head of Department in the management of TLR holders, teaching and support staff within the department, including advising on appointments and deployment, effective monitoring of work and participating in the Performance Management scheme.
8. To provide support for new members of the department and to promote the professional development of all department colleagues.
9. To assist the Head of Department in consulting staff on departmental issues and plans and for ensuring that staff are fully aware of whole-school issues, policies and developments.
10. To provide support for colleagues on classroom management issues, liaising as appropriate with tutors, Student Support Managers, Heads of Year and other student support staff.
11. To ensure that staff follow procedures in the case of planned or unplanned absence and that appropriate work is set.
12. To assist the Head of Department in ensuring that all Departmental documentation, including a Department Handbook and Schemes of Work, are kept up to date and are available for members of the Department and Senior Staff.

#### **C: TEACHING AND LEARNING**

13. To be accountable for sustaining or improving the quality of teaching and learning of students in all Key Stages.
14. To plan and implement effective learning programmes for students in the subject, ensuring that they are in line with the National Curriculum, Public Examination requirements where appropriate and School Policies and that the work is sufficiently differentiated to meet the needs of each individual.
15. To promote and monitor the provision for students with special needs, including those that are disadvantaged /higher prior attaining.
16. To monitor the setting, marking and quality of homework when appropriate.

#### **D: STUDENTS AND PARENTS**

17. To assist the Head of Department with matters relating to the management of students in the Department, including the formation of appropriate teaching groups and for student discipline in lessons and in the department teaching area.
18. To assist the Head of Department in ensuring that appropriate progress and attainment targets are set for students and that assessment policies and procedures are in place to monitor and evaluate the progress of groups and individuals and to respond effectively when intervention to raise achievement is necessary

19. To monitor, and improve as necessary, the quality of written reports and to ensure that reports and monitor points are completed according to the calendar.
20. To ensure that appropriate contact is maintained with parents throughout the year regarding the progress of students and issues that may arise.
21. To participate in arrangements for the admission of new students, including liaison with partner primary schools.

#### **E: RESOURCES**

22. To assist the Head of Department in maintaining department accommodation and equipment, ensuring that records are maintained in line with school policy and that any necessary repairs are carried out promptly.
23. To develop and maintain procedures for maintaining and improving the environment in and near department accommodation, including maintaining a regular and changing display of students' work.

#### **F: MONITORING AND EVALUATION**

24. To ensure that the school self-evaluation policy and procedures are implemented effectively and that appropriate use is made of performance data.
25. To monitor and evaluate the quality of teaching and learning, including ensuring that learning walks are carried out according to school policy.

#### **1. Teaching students as assigned in the school timetable.**

This will include:

- Planning and preparing courses and lessons, taking into account the educational needs of students.
- Setting and marking class work and homework.
- Assessing, Recording and Reporting on the development, progress and attainment of students.
- Implementing the school's Behaviour Policy in lessons to ensure good order and discipline and the maintenance of health and safety.
- Participating in arrangements for preparing students for public examinations, including the preparation, recording and submission of assessments.

#### **2. Providing support for individual students and groups.**

This will include:

- Acting in the role of Tutor under the direction of the Heads of Year.
- Promoting the general progress and well being of individual students and of any assigned class or group of students.
- Providing guidance and advice to students on educational and social matters and on their further education and career.
- Preparing and contributing to written assessments, reports and references relating to individual students or groups of students.

- Communicating and consulting with parents of students, including attendance at parents' meetings.
- Participating in meetings called by external agencies for the purpose of supporting students.

**3. Contributing to the work of the subject department.**

This will include:

- Attending departmental meetings.
- Contributing to the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and students support arrangements.
- Participating in the sharing of good practice both within and between departments.

**4. Contributing to whole school development.**

This will include:

- Attending and participating in school management meetings as required, including full staff meetings and consultation groups.
- Participating in the development of whole school policies.

**5 Participating in performance management and professional development activities.**

This will include:

- Participating in the school induction arrangements for new staff, including those applying to a newly qualified teacher.
- Participating in the school's arrangements for performance management.
- Participating in arrangements for further training and professional development, including attendance at professional training days.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be reviewed periodically in the light of changing needs and circumstances. The Head Teacher or the post holder may initiate a review. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make changes following consultation.