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| **Job Title:** | Deputy Head of Maths |
| **Reporting to:** | Head of Maths |
| **Accountable to:** | The Principal |
| **Date Job Description prepared/reviewed:** | October 2017 |

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| 1. **Safeguarding**
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| The Academy is committed to safeguarding and promoting the welfare of children and young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children and young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Fellowship’s agreed child protection procedures will be followed. |
| 1. **Job context**
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| * To assist the Curriculum Leader:
* To have an impact on the educational progress of students following courses in the named subject
* To support, develop and enhance the practice of those teaching in this subject area.
* To be accountable for to the subject leader for tasks defined by him/her in agreement with the post holder
* To have line management responsibility for staff delivering areas in the curriculum area as agreed with the Curriculum Leader
* To deputise for the Curriculum Leader when required
* To line manage any staff within the subject area as agreed with the Curriculum Leader

**General Responsibilities:-*** Contribute to the effective management of the college through the implementation of policies, code of conduct and support for the ethos of the college
* Maximise pupil learning and behaviour in the curriculum area
* Liaise with teaching and support staff as necessary
* Maximise the academic progress of pupils in the curriculum area
* Provide leadership, motivation and support teachers, with the Curriculum Leader, for the designated subject
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| **3. Main duties** |
| * To work with the Curriculum Leader have an impact on the educational progress of students following courses in the subject
* Ensure that the KS3/4/5 programmes of study meets the needs of all learners
* Take responsibility for the delivery of areas of the curriculum agreed with the Curriculum Leader
* Monitor the quality of teaching and learning within the subject
* Provide support to staff and students in the subject area
* Monitor and support the progress of students at in the subject
* Monitor and support the effective reporting on the progress of students in the subject
* To work with the Curriculum Leader to develop and enhance the practice of those teaching in the subject area
* Plan for and encourage the development of teaching at agreed Key Stages
* Provide appropriate support for new staff and pupils
* Keep up to date with developments in subjects taught in the department
* To be accountable for the leadership, management and development of areas or Key Stages of the subject within the college, in agreement with the Curriculum Leader
* Take a lead in supporting and developing programmes of study
* Liaise with the Examinations Officer regarding examination entries
* To have line management responsibility for staff delivering certain parts of the curriculum taught in the department, in agreement with the Curriculum Leader
* Carry out lesson observations to ensure the quality of teaching and learning in these areas
* Monitor the quality of marking in these areas
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| **4. Inspiring Commitment** |
| * Contribute to the shared vision of The Education Fellowship
* Inspire and enthuse people in the way, as a team member, you talk to them about the vision and the direction
* Instil stakeholders with the confidence and belief that they can achieve the vision
* To be a positive role model of the values and behaviours that underpin the Academy
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| **5. Championing Change and Innovation** |
| * Pursue within the Academy and outside for inspiration, ideas and best practice
* Keep up to date and current of future developments in your specialised area of expertise
* Understand and take account of the national and local issues and agendas affecting the profession and your subject knowledge and specialism
* Create opportunities for stakeholders to be involved in shaping and influencing change
* Support the positive implementation of change
* Challenge current practice and thinking and encourage others to do the same
* Always strive to see how the Academy can do things better and expect and encourage others to do the same
* Provide colleagues the confidence and support to try out new ideas and encourage students to take managed risk
* Be open and responsive to other people’s ideas and provide support to see them through
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| **6. Driving Performance and Achievements** |
| * Support and incorporate strategic plans, policies and practices into all that you do
* Reinforce and instil clear standards for and throughout the Academy.
* Promote the Academy’s unique identity and celebrate its achievements
* Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders
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| **7. Motivating and Empowering people** |
| * Recognise and value the contributions people make
* Facilitate, encourage, listen to and act on feedback
* Ensure colleagues and students can access the resources, tools and are provided with the support in order for them to fulfil their potential
* Encourage students to work as independent learners
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| **8. Teaching and Learning** |
| * Work with colleagues to develop effective ways of bridging barriers to learning through:
	+ assessment of needs
	+ monitoring of teaching quality and pupil achievement
	+ target setting, including writing IEPs
* To teach groups of children within the Academy and cover classes as and when required
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| **9. Effective Development of Self, Staff and Resources** |
| * To participate fully in all developments and initiatives pertaining to teaching, learning, assessment and curriculum
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| **10. Information Technology** |
| Daily use of computers will include using the Academy’s, database, Word, and Excel, web-based, Power Point, visible learning platform, interactive white board, other media, email and web browsers. To be aware of Academy’s policies on data handling and the Data Protection Act and IT Use Policy. |
| **11. Health and Safety** |
| To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. |
| **12. Other duties** |
| The post holder may be required to perform any other reasonable tasks, after consultation. This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.  |

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| **Signed by Employee:** |  |
| **Date:** |  |