**THE GOVERNING BODY OF**

**THE KING’S CE SCHOOL**

**IN THE CITY OF WOLVERHAMPTON**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **NAME:** |  |
|  |
| **Commencement of Service with School:** |  |
|  |
| **Post Title:** | **Associate Assistant Principal – Head of Maths Faculty** | **Effective From:** | 01.04.20 |
|  |
| **Salary Grade / Allowance:** | Leadership Pay Spine L6 – L10 |
|  |
| **Contract Details:** |  |
|  |
| **Job Description as agreed at :** |  |
|  |
| The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Associate Staff, commonly bound in the service of the needs of the school and the further development of The King’s School as reasonably required under the direction of the Principal. |
| **LINE** **MANAGEMENT:** | Assistant Principal - Assessment |
|  |
| **PURPOSE OF POST:** | To secure the highest quality of teaching and learning and assessment within the maths department that will ensure all pupils and students have the best learning experience and achieve the best outcomes. |

**Responsibilities and Duties**

The post holder is expected to undertake the professional duties of a school teacher within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below. These should not include or imply any voluntary activities.

**Amendment of Job Description**

The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Governing Body. In the exceptional situation of mutual agreement not being achieved, the individual teacher or Principal will have access to an ad hoc Appeal Body established by the joint consultative Panel for the purpose.

The following outline is not intended as a list of tasks, but gives an overall range of duties and managerial responsibilities which reflects the position.

|  |
| --- |
| **Strategic Direction** * Support the leadership team and governors in establishing a vision for the future development of the whole school and specifically for Mathematics and Numeracy.
* Be responsible for the strategic leadership and day-to-day leadership and management of the Mathematics department.
* Lead the faculty improvement planning informed by the school and faculty evaluation cycles to raise standards in teaching and learning and pupil and student attainment.
* Work to a high standard in implementing agreed policies, priorities and expectations within the school and maths faculty, so as to set a good example for other colleagues.
* Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account

**Teaching and Learning*** As an educational practitioner, model excellence both in and out of the classroom and lead and provide training and support for the faculty staff to develop excellence in teaching and learning of Maths.
* Be responsible for securing the learning climate within the maths faculty by working closely with the Assistant Principals in training and support for teachers in classroom management and establishing good relationships with pupils and students.
* Share responsibility for the analysis of key school performance data in relation to Mathematics, with the leadership team, to ensure priorities are appropriate and to raise standards and outcomes.
* Promote active involvement of students in their own learning in maths
* Contribute to target setting, including statutory procedures and targets for individuals and groups of students throughout the school.

**Leading and Managing staff*** Lead, manage and motivate the teachers of Mathematics.
* Take responsibility for the Performance Management and Appraisal of identified staff.

**The Wider Community*** Contribute to the development of a curriculum which provides students with opportunities to enhance their learning.
* Promote and model good relationships with parents, which are based on partnerships to support and improve students’ attainment.
* Strengthen and promote links with all stakeholders.
* Recognise the importance of Safeguarding and ensure appropriate procedures are in place
 |

To undertake all duties reasonably requested in a manner consistent with the aims of The King’s as a Church School.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.

Signed: ……………………..……………………………………. Date: ……………………

 (Post Holder)

Signed: …………………………………………………………... Date: ……………………

 (Principal)