JOB DESCRIPTION: ASSISTANT HEADTEACHER IN CHARGE OF MATHEMATICS

STATUS: FULL TIME, PERMANENT

SALARY: LEADERSHIP: L11-L15 (£52,643-£57,986)

RESPONSIBLE TO: HEADTEACHER

RESPONSIBLE FOR: ALL STAFF TEACHING MATHEMATICS

JOB PURPOSE: ***The single most important responsibility of any Assistant Headteacher in charge of a subject is to grow great teachers within his or her team.*** Huntington School needs its Teaching and Learning Responsibility Post Holders to be leaders as well as managers. Leading with imagination and persistence they should seek to create a department team with a shared sense of loyalty, enjoyment, and of pride in their professional development and the ability to deliver the school's core purpose. Assistant Headteachers in charge of a subject have the responsibility to lead and manage their staff and all aspects of the department, so that any student learning their subject does so in a structured, interesting way, against the background of an ordered, attractive environment and becomes a confident, successful learner who will thrive in a changing world.

With regard to membership of the School Leadership Team

- To attend and contribute to the weekly Strategic SLT meetings.
- To Performance Develop (aka Appraisal) a small number of colleagues.
- To support the day-to-day running of the school, including break and lunch duties.
- In negotiation with the post holder, assume any responsibilities that help develop the post holder's experience at a senior level.
- Anything else that is necessary to secure the effective leadership of the school.

With regard to leading the Mathematics Department

The Assistant Headteacher in charge of Mathematics also has a wider leadership role within the whole school contributing to whole school policy-making and development, and communicating and implementing whole school policy within the department.

Huntington School seeks to appoint to the post of Assistant Headteacher in charge of a subject people who are innovative and self-motivating in the way they tackle the role as already defined. It is not the school's intention to micro-manage the way that an Assistant Headteacher in charge of a subject works but we do need to be clear about what is expected of Assistant Headteacher in charge of a subject. That is why each Assistant Headteacher in charge of a subject is line-managed by a senior Member of SLT through a series of half termly meetings. To support Assistant Headteachers in charge of a subject we have defined more closely what the specific responsibilities are:

Specific Responsibilities

Beyond directly overseeing KS4 Mathematics, to complement the TLR posts in charge of Biology, Chemistry and Physics, the Assistant Headteacher in charge of Mathematics role includes all of the following responsibilities, some of which may be distributed to the other TLR post holders, along with the relevant accountability.

- **Teaching**: *The single most important responsibility of any Assistant Headteacher in charge of a subject is to grow great teachers within his or her team.* An Assistant Headteacher in charge of a subject is responsible for the quality of teaching in the department. This includes monitoring that quality through the school's formal self-evaluation structures and using the results of monitoring to identify the training needs of teachers in the department. It is the Assistant Headteacher in charge of a subject's responsibility to provide training for teachers in their departments through the Teaching and Learning Forum.
- **Learning:** An Assistant Headteacher in charge of a subject is responsible for the quality of learning in the department. This includes a responsibility for overseeing the monitoring and assessing of student progress and the reporting of this through student reports, progress reports and departmental reports. An Assistant Headteacher in charge of a subject must be able to identify where learning is outstanding and where it is inadequate. Where an Assistant Headteacher in charge of a subject has concerns about the quality of learning of groups or individual students in the department they should intervene appropriately to raise levels of student achievement. Ensuring that all students are at least making the progress expected of them is a major responsibility of all Assistant Headteachers in charge of a subject.
- **Curriculum**: An Assistant Headteacher in charge of a subject is responsible for ensuring that the department has high quality schemes of learning that meet the needs of the range of students taught by the department and provide sufficient structure to allow teachers in the department not only to plan their own lessons but to be able to rely on what their classes have already been taught. Differentiating provision throughout the subject to ensure the needs of all learners are met is an important priority for Assistant Headteachers in charge of a subject.
- **Cross Curricular Obligations**: Where it is a matter of school policy, it is the responsibility of Assistant Headteachers in charge of a subject to write into their schemes of work any obligations they might have to teach in an agreed way or to teach agreed subject content for another curriculum area. Examples of this might include Enterprise Education, ICT, and the use of certain literacy and numeracy strategies.
- **Examinations:** In liaison with the School's Examination Officer, the Assistant Headteacher in charge of a subject is responsible for ensuring that arrangements are in place to make sure that each student is entered for the right examination. This is particularly important when there are choices to be made about tiers of entry. The Assistant Headteacher in charge of a subject is also responsible for instructing candidates at the start of public departmental examinations.
- **Grouping Arrangements:** An Assistant Headteacher in charge of a subject is responsible for the formation and implementation of the department grouping policy. This includes setting within the subject, setting across several subjects, advice on mixed ability groupings and providing advice when the placing of a student is reviewed.
- **Departmental Organisation**: The Assistant Headteacher in charge of a subject is responsible for all policies that the department needs to have in place in order to achieve the department's aims. These policies need to be clearly explained in a departmental handbook.

- **Deployment of staff**: It is the responsibility of the Assistant Headteacher in charge of a subject to deploy the members of their team both in respect of their timetable and in respect of their contributions to department planning in line with the wording of the teachers' contracts of employment. The Assistant Headteacher in charge of a subject should be aware in deploying staff not only of their individual strengths but of their needs to develop by taking on new challenges.
- **Managing the Departmental Team**: It is the responsibility of the Assistant Headteacher in charge of a subject to build a team spirit within the department, using Performance Development, praise and departmental meetings to encourage the team to share good practice, to train together, support each other and share common goals and good humour. This applies not only to teachers but to support staff.
- **Managing Support Staff**: It is the responsibility of the Assistant Headteacher in charge of a subject to allocate tasks and review work done in their specific areas of delegated responsibility so that support staff colleagues are guided in how to provide effective support for the teaching staff.
- **Appointments:** It is the responsibility of the Assistant Headteacher in charge of a subject to assist the Headteacher in all aspects of appointments of all department staff, including the advertisement, the appointments procedures and the decision.
- **The Wider School Role**: It is the responsibility of Assistant Headteachers in charge of a subject to liaise with Heads of House, with other Assistant Headteachers in charge of a subject and with the SLT, in order to support students in learning effectively, in order to promote the interests of the department to the rest of the school in order to interpret and promote the interests of the whole school within the department.
- **The learning environment**: Where a department has an area of the building allocated to it for the majority of subject lessons it is the responsibility of the Assistant Headteacher in charge of a subject to make sure that the area is bright and attractive and well maintained so that it makes a good working environment that promoted the values of the department.
- **Reports**: An Assistant Headteacher in charge of a subject should advise members of the department on how to write reports and should check all departmental reports before the office compiles and records them.
- **Resources and the departmental budget:** An Assistant Headteacher in charge of a subject is responsible for checking student numbers annually to ensure a fair allocation of capitation money and for bidding for additional capitation if needed. They are also responsible for spending that money wisely and for making sound arrangements to ensure that all non-consumables are accounted for.
- **Student and Staff references**. Assistant Headteachers in charge of a subject are responsible for writing clear, detailed and accurate references to assist with UCAS applications or job applications for student or staff.
- **Student commendations and first stage student discipline in their departments:** Assistant Headteachers in charge of a subject are responsible for their department being fully involved in the commendations process and for making time for students to collect commendations from them. They are also responsible for being the first stage of assistance with school discipline that a member of the department must call on to assist with discipline in department lessons. This role is clearly defined in the school's sanctions policy to be found in the Staff Handbook
- **Anything else** that is necessary to achieve the purpose of this post.

SCHOOL VALUES

The post holder will subscribe to the notion that *we want all members of our School community to value*: Respect; Honesty: Kindness, and believe in the limitless potential of people.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

Signed: _____ (Post Holder)

Signed: _____ (Operational Line Manager) Date: _____