



JOB DESCRIPTION

Job Title

ASSISTANT SUBJECT LEADER - MATHS

Overall Purpose

To support the Subject Leader in leading the department staff and curriculum in order to secure high quality teaching and improved standards of learning and achievement of all students.

This postholder reports to:

Headmaster and SLT through their Subject Leader

Key Accountabilities

- Supporting the Subject Leader in building a strategic vision for the Department
- Raising standards of student attainment and achievement within a specified area of the curriculum by monitoring and supporting student progress.
- Developing a broad, balanced curriculum within that area which promotes Independent Learning.
- Supporting the Subject Leader in ensuring that appropriate schemes of work, including related assessment processes, are in place and regularly reviewed in line with SCC Policy.
- Supporting the Subject Leader in promoting a collegiate approach so that staff work as an effective team and sharing good practice.
- Supporting the Subject Leader in monitoring teachers' classroom practice and students' work, to ensure that schemes of work are being followed and appropriate marking and assessment for learning is taking place.

Specific Responsibilities

- Assisting the subject Leader in ensuring the smooth day-to-day running of the department.
- To keep up to date with national developments in the subject area, and teaching practice and methodology.
- Leading the performance review for designated members of the department.
- Supporting the Subject Leader in ensuring that an environment conducive to learning is established in the department classrooms that allows for effective

learning and teaching.

- Supporting the Subject Leader in establishing practices that support colleagues in classroom and behaviour management and to act as a role model in their implementation.
- Support the Subject Leader by leading on a significant element(s) of the department improvement plan (DIP) as delegated by the Subject Leader.
- Support appropriate monitoring and tracking in line with SCC policy within the department.
- To ensure, in liaison with the Subject Leader and in consultation with Housemasters, that prompt and appropriate communication with parents takes place, whether over individual concerns which may emerge from time to time in relation to the work of the department, or in relation to formal occasions when there are communications with parents eg; Parents' Evenings, presentation of options (through Options Booklets etc.)
- To support the creation and updating of departmental resources on the website and College Learning Platform.
- To stand in for the Subject Leader in any respect in their absence.

Generic responsibilities

- Responsibilities carried by all teachers in the college comply with the teachers' contract of employment.
- Adhere to Catholic School contractual obligations and expectations regarding support for the college's essential ethos as set out in the contract of employment.
- Expectations regarding the role and expectations for all form tutors are contained within the school handbook.
- To play a full part in the life of the college community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute to the Extra & Extended Curriculum Activities (EECA).

Essential Criteria

1. Knowledge and Experience

- Proven knowledge and understanding of the subject and its teaching practices and methodology across Key Stages 3-5
- Evidence of an active contribution to the development of the subject across Key Stages 3-5 (sharing good practice, supporting the team).
- Evidence of commitment to personal CPD.

2. Skills and abilities

The ability and commitment to:

- Be an extemporary teacher within the department
- Think strategically
- Inspire, challenge and support other adults and students.
- Model the values and expectations of the college
- Understand and demonstrate the principle and practice of effective teaching and learning
- Challenge poor performance (staff and students) and offer constructive feedback.
- Review and plan their own CPD

Safeguarding Children

- The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.