

POSITION DETAILS:

Position Title:	Assistant Head Teacher - Mathematics with Whole School Responsibility (relating to school priorities)
Reports to:	Head of Secondary
Division:	Academic
Salary Scale:	Senior Leadership
Teaching commitment:	40 %

JOB PURPOSE

The main purpose of this role is to report to the Head of Secondary on the following areas:

- To line manage the mathematics department.
- To oversee the student attainment and progress for mathematics.
- Lead on teaching and learning at a whole school level.
- Organise the school continuous professional development of the academy (CPD).
- Oversee the programme for Early Career Teachers and trainees.

RESPONSIBILITIES:

Leadership and Management

Mathematics

- Line manage the mathematics department including the assistant head of mathematics.
- Raise standards of student attainment and achievement within mathematics and monitor and support student progress.
- Be accountable for student progress and development within mathematics.
- Develop and enhance teaching for effective learning within the mathematics department.
- Lead the Development of appropriate syllabuses, resources, schemes of work, marking policies and assessment.
- Lead departmental self-evaluation.
- Formulate aims, objectives and strategic plans for the mathematics department which have coherence and relevance to the needs of the students and the strategic aims of the school.

Whole School

- Line manage other departments as assigned by the Head of Secondary.
- Plan the induction week for staff in conjunction with the SLT.
- Support with the onboarding of new staff.
- Work with designated working parties across RAK Academy to establish good practice and policy.
- Work with the Deputy Head of Secondary to ensure the mathematics curriculum is innovative and aspirational.
- Carry out Performance management and quality assurance tasks as directed.
- Contribute to the writing and development of academy policies.
- Support the Head of Secondary with establishing and maintaining high standards within the staff.
- Support the Head of Secondary and SLT with holding staff to account for student progress and attainment.

Teaching and Learning

- Evaluate teaching for effective learning through accurate, whole school self-evaluation.
- Evaluate the quality of learning skills through accurate, whole school self-evaluation.
- Drive forward modern and effective pedagogical methods and research.
- Use performance management data to plan whole school, department and individual CPD sessions.



RESPONSIBILITIES:

- Oversee, implement, and evaluate effective continued professional development (CPD) within the school.
- Oversee the Early Career Teacher programme.
- Support staff to improve their practice through bespoke action plans and development programmes.
- Use whole school and student level data to identify trends and patterns across the academy and at departmental level.
- Monitor the development of curriculum resources with the Deputy Head of Secondary.
- Ensure effective use of technology in the development of teaching and learning across the school.

Manage Resources

Mathematics

- Oversee the development and implementation of the mathematics academic operational expenditure budget (QPEX)
- Work with the Head of Secondary and Deputy Head of Secondary on the development of the mathematics curriculum and finance integrated plan.

Whole School

- Oversee the Academy's CPD budget in conjunction with the SLT.
- Contribute to the development and writing of the school's academic calendar and staff training plan.

Other Professional Requirements

- Promote and support the ethos of the school.
- Take an active part in the life of the school and academy.
- Attend calendared events as required.
- Communicate regularly and positively with all parents.
- Contribute to the marketing of the school and the whole academy.
- Adhere to the Academy's code of professional standards.
- Adhere to the Academy's Policies.
- Ensure high standards of Health and Safety within the department.
- Any other reasonable requests as directed by the Head of Secondary.

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Educational Qualifications

Essential

- Bachelor's degree
- Post Graduate Certificate in Education (or equivalent)

Professional Qualifications

Desirable

- NPQSL or related course

Experience

- Minimum of 6 years teaching experience

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:

- Vice Principal
- Head of Secondary
- Deputy Head of Secondary
- Assistant Head Teacher
- Heads of Department
- Assistant Head of Department mathematics

External:

- Executive Principal
- People Services
- Parents
- Ministry of Education



COMMUNICATION & WORKING RELATIONSHIPS:

- Progress Leaders

VERSION CONTROL:		
Prepared by	HR	Date: 10.02.23
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