**CATERHAM HIGH SCHOOL**

**Job Description**

**NAME :**

|  |  |
| --- | --- |
| **Post Title:** | DEPUTY CURRICULUM LEADER - MATHS |
|  |  |
|  |  |
| **Purpose:** | * To support the Curriculum Area Leader and to deputise when and where appropriate. * To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. * To act as a Deputy Curriculum Leader and be responsible for leading and developing their relevant area of the curriculum * To develop and enhance the teaching practice of others. * To monitor and support the overall progress, attainment and development of students as a manager within the curriculum area. * To develop a rich extra-curricular Maths programme. |
|  |  |
| **Reporting to:** | Relevant Curriculum Area or Subject Leader |
|  |  |
| **Responsible for:** | The provision of a full learning experience and support for students |
|  |  |
| **Liaising with:** | Head/Deputies, line manager, relevant non teaching support staff, LEA representatives external agencies and parents |
|  |  |
| **Salary/Grade:** | Teachers Scale (Outer London) + TLR 2c |
|  |  |
| **Operational/ Strategic Planning** | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. * The day-to-day management, control and operation of curriculum area provision within the department as directed by the Curriculum Leader. * To assist in monitoring student progress and attainment, taking action and implementing intervention as appropriate to address underachievement and promote high standards and outcomes. * To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, etc. * To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. * To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. |
|  |  |
| **Curriculum Provision:** | * To liaise with the Curriculum Area/Subject Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school’s strategic objectives. |
|  |  |
| **Curriculum Development:** | * To support curriculum development within the whole department with particular emphasis on the relevant curriculum area. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To liaise with the Curriculum Area/Subject Leader to maintain accreditation with the relevant examination and validating bodies. |
|  |  |
| **Staffing**  **Professional Development:**  **Recruitment/ Deployment of Staff** | * To work with the Curriculum Area/Subject Leader and Deputy Head to ensure that professional development needs are identified and that appropriate programmes are designed to meet such needs. * To contribute to Performance Management of Staff and to act as leader or line manager for a group of staff within the designated department. * To promote teamwork and to motivate staff to ensure effective working relations. * To ensure the effective efficient deployment of classroom support. * To participate where appropriate in the school’s ITT programme. |
|  |  |
| **Quality Assurance:** | * To ensure the effective operation of quality control systems. * To assist in the process of the setting of targets within the department and to work towards their achievement. * To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. * To contribute to the school procedures for lesson observation and quality assurance of teaching and learning. * To implement school quality procedures and to ensure adherence to those within the department. * To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required within the relevant curriculum area. |
|  |  |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. * To assist in the use of analysis and evaluation of performance data, including the co-ordination of revised assessments and the monitoring of set movements. * To help to produce reports within the quality assurance cycle. * To assist in the production of reports on examination performance, including the use of value-added data. * To assist in the of identification exam entries within the department. |
|  |  |
| **Communications:** | * To help ensure that all members of the department /curriculum area are familiar with its aims and objectives. * To ensure effective communication/ as appropriate with the parents and carers of students. * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. |
|  |  |
| **Marketing and Liaison:** | * To contribute to the school liaison and marketing activities, eg, the collection of material for press releases. * To contribute to the development off effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community. * To actively promote the development of effective subject links with external agencies. |
|  |  |
| **Management of Resources:** | * To assist the Curriculum Area/Subject Leader to identify resource needs and to contribute to the efficient /effective use of physical resources. * To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students. |
|  |  |
| **Pastoral System:** | * To monitor and support the overall progress, attainment and development of students within the curriculum area * To help to monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. * To contribute to PSHCE, citizenship and enterprise, cross curricular or other curriculum activities, according to the school policy and organisation. * To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place. * Support the establishment of, and help to run, regular extra-curricular activity that supports school priority development. |
|  |  |
| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
|  |  |
| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
| **Safeguarding** | * To uphold, support and act upon the school Safeguarding Policies and practice ensuring knowledge and understanding is up to date with clarity of procedures to be followed |

|  |
| --- |
| **Other specific duties:**   * To support the school in meeting its legal requirements for worship * To promote actively the school’s policies * To continue professional development as agreed * To actively engage in the staff review and development process * To undertake any other duty as specified by Teachers Conditions of Service   **As a Classroom Teacher**  **•** To adhere to and meet the expectations of the Teachers’ Standards.  **•** To comply with the school’s Health and Safety Policy and undertake risk   assessments as appropriate. **•** To model high standards in teaching and learning. As a Responsibility Holder Responsibilities to be determined.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
|  |
|  |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. |
|  |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |

I acknowledge the receipt of a copy of my job description.

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