



Post Title: Assistant Head of (Year 7 – Year 11)

Together with our community we can achieve extraordinary things

Salary: Upper/Main Scale + TLR 2b
Line Manager: Head of Maths Faculty

Job Description

Main purpose of the job

To support the Assistant Headteacher Maths in:

- raising standards of student attainment and achievement within the subject area
- effectively line managing other staff within the departmental area, providing individual support and appropriate professional development when required

Specific responsibilities:

Leadership & Management

As directed by the Assistant Headteacher Maths to provide dynamic and inspirational leadership in the department and lead the development and implementation of key curriculum, and departmental initiatives by:

- enthusiastically leading colleagues within a positive and supportive working atmosphere, with a common vision for success
- actively participating in department planning meetings
- disseminating and communicating key information to department members
- holding a thorough overview of the workings of the delegated areas of the department, being aware of strengths and weaknesses and being supportive of developments, whilst being unafraid to challenge underperformance
- providing high quality line management to appropriate team members
- holding high expectations for the department area,
- contributing to reviews of the department curricula in line with national developments
- overseeing appropriate curriculum provision within the department, supported by up to date schemes of learning

Teaching & Learning

Ensure that you deliver consistently good or better teaching and learning in lessons.

When directed by the Assistant Headteacher Maths support the monitoring and evaluation of the quality of teaching within the department area and contribute to the improvement quality of teaching by:

- observing and assessing teaching, giving developmental feedback and ensuring quality support for team members
- analysing data to monitor individual teacher / team effectiveness
- ensure the department and individuals have high quality lesson planning and schemes of work
- support the development of the teaching practice of others

Systematically monitor and evaluate the quality of learning within the faculty area and lead quality of learning improvement initiatives by:

- overseeing and monitoring the quality of planning and the use of planning time in the department
- overseeing and monitoring the quality of teacher marking and feedback
- ensuring the development and implementation of appropriate schemes of learning and assessment
- sampling students' books and work to ensure quality control

Appleton Academy,

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Monitoring, Evaluation and Assessment

Support the analysis and evaluation student achievement within the department by:

- using baseline data and assessment records to evaluate the quality of achievement of individuals and teaching groups within the department
- comparing achievement within the department with other in school groupings and subject areas, and national statistics and trends

Efficiently oversee the management of delegated department resources by:

- monitoring department resource planning, ensuring adequate provision of learning materials to enhance teaching
- overseeing the allocation of teaching groups, rooms and equipment, taking into account strategic planning and development issues
- effectively managing any delegated financial resources to achieve value for money

Training And Development Of Self And Others

Support the monitoring the CPD of individuals/ groups/ within the team by:

- specifying areas for development as identified through quality control procedures, approving and monitoring INSET requests
- involvement in the Appraisal of Teacher Performance procedure overseeing the effective induction and development of NQTs and new staff
- maintain your own skills and knowledge as a practitioner to a level required to be a consistently Good or better teacher

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Race Relations Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review

Reviewed: March 2020

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree level study in a related subject 	<ul style="list-style-type: none"> • Graduate Status • Upper honours in a Maths related subject
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Recent successful experience as a secondary Maths teacher • Successful and varied teaching experience as a teacher or trainee • Experienced and knowledge of the secondary Maths curriculum in secondary • Experience of having led, or significantly contributed to the success of a school through leadership, ethos, teaching and results • Statutory assessment: KS4 • Evidence as a highly effective secondary age classroom practitioner 	<ul style="list-style-type: none"> • Experience of working in an Educational setting and in a Multi-Academy Trust • Experience of leading Maths focused projects
Professional Knowledge	<ul style="list-style-type: none"> • Knowledge and clear understanding of the statutory framework for education, new and innovative developments within education • Detailed knowledge and understanding of the Maths curriculum within the secondary age phase, including tracking and monitoring pupil progress • Knowledge and experience of the requirements of the Maths GCSE qualifications • Knowledge of successful strategies for assessing and raising pupils' achievement in Maths • Knowledge of a range of practical approaches to teaching to support the application of learning 	<ul style="list-style-type: none"> • Knowledge of the Ofsted framework; what constitutes a 'good' school, and what needs to be done to make a 'good' school 'outstanding' • Knowledge of the Maths curriculum progression through primary into secondary
Practical/Intellectual Skills	<ul style="list-style-type: none"> • Ability to lead, coach and motivate staff within a performance management framework including professional development and effective management of underperformance • Capable of effectively leading Maths in the secondary phase of the Academy • Experience of implementing strategies to establish consistently high standards of achievement and attainment • Use of data to inform and diagnose areas that need addressing 	<ul style="list-style-type: none"> • Ability to work in close harmony with a range of personnel both within school and the wider community
Professional skills	<ul style="list-style-type: none"> • Positive pupil and classroom management skills • Familiarity with ICT in learning • Communicate effectively with a range of different stakeholders with well-developed interpersonal skills 	<ul style="list-style-type: none"> • Collect evidence and research in order to make sound judgements against set criteria
Commitment	Demonstrate a commitment to: <ol style="list-style-type: none"> a. Safeguarding, child protection and health and safety b. Equality Act 2010 c. promoting the school's vision and ethos d. promoting high ethical standards e. relating positively to and showing respect for all members of the school and wider community f. on-going relevant professional self-development g. collaborative working 	