**Job description**

**Post: Assistant Headteacher Maths**

*Purpose: To take an active role in the strategic improvement of the school as a member of the senior leadership team, including leadership responsibilities for Maths.*

**Areas of responsibility and key tasks**

**Strategic direction and development** of Teaching & Learning across the maths department (with the support of, and under the direction of, the Headteacher)

* support and secure the commitment of others to the mission, values, drivers and policies of the school and promote high levels of achievement;
* support the creation and implementation of the school improvement plan and to take responsibility for appropriately delegated aspects of it within the maths department;
* support all staff in the maths department in achieving the priorities and targets of the school and monitor the progress towards those targets;
* support the Headteacher in developing links with parents of children in the school.

**Teaching and Learning**

* be an outstanding classroom practitioner; lead and model outstanding teaching and learning;
* support the SLT in the monitoring of the quality of teaching and learning across the maths department, including the analysis of performance data;
* support the SLT in determining, organising and implementing a broad and balanced maths curriculum;
* monitor and evaluate teaching and learning in order to identify and act on areas for improvement within the maths department;
* be responsible for ensuring that improvements in reading, writing and maths secure excellent outcomes for pupils in maths;
* be responsible for ensuring that teachers question students skilfully, to probe responses and reshape tasks and explanations so that students better understand new concepts in maths.
* be responsible for teachers tackling misconceptions and building on students’ strengths in the maths department.
* be responsible for ensuring teachers give students feedback in line with the school’s assessment policy and that students use this feedback well and know what they need to do to improve in the maths department.
* be responsible for ensuring teachers set homework, in line with the school’s policy and as appropriate for the age and stage of students, that consolidates learning and prepares students well for work to come in the maths department.
* take responsibility for the development and monitoring of the curriculum provision in the maths department.
* have an ongoing familiarity with recent research and educational literature, and to maintain an awareness of national and international developments in the area of maths.
* encouraging an open-door teaching philosophy throughout the maths department and encouraging informal peer observation and joint planning.

**Leading and managing staff**

* enable all teachers to achieve expertise in planning and teaching, through modelling, planning support and by providing high quality professional development opportunities;
* demonstrate an excellent ability to coach and mentor other teachers;
* provide clear feedback, good support and sound advice to others;
* provide coaching and training to help others become more effective in their teaching;
* help others to evaluate the impact of their teaching on raising pupils' achievement;
* contribute to the performance review of allocated teachers;
* ensure that the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets for maths and that these are properly incorporated into the school improvement plan.

**General**

* take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher;
* take on any additional responsibilities which might from time to time be determined;
* create and maintain positive and supportive relationships with staff, parents and governors;
* to engage with appropriate training opportunities to promote professional effectiveness in this role.