



Broadwood Primary School
Job Description – Assistant Headteacher
(Key Stage Leader & Mathematics Subject Leader)

Directorate: Children's Services

Post Title: Assistant Headteacher (Key Stage Leader & Maths Subject Leader)

Evaluation: **Grade: Assistant headteacher L2 - L6**

Responsible to: Head Teacher

Job Purpose: Supporting the Leadership team to drive school improvement, including key stage lead and the leadership of Mathematics across school.

Main Duties:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required.

Core Essentials:

- Relevant teaching qualifications
- Promote a safe and secure learning environment for all children, and ensure the schools' provision is inclusive at all levels.
- Lead by example and hold the highest expectations of professionalism and general conduct.
- Contribute to the strategic development, leadership and management of the school.
- Lead appraisal of teachers and teaching assistant staff within their allocated key stage and facilitate appropriate training opportunities which will develop the skill set of support staff.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Be a strong advocate for change and champion school improvement.
- To carry out the duties of a class teacher in accordance with the provision of the current School Teacher's Pay and Conditions document and within the range of Teacher's duties set out in that document.

Leader of Mathematics:

- Ensure that the quality of teaching, learning and assessment in Mathematics throughout school is of the highest standard, enabling all children to develop in confidence, grow a love of mathematics whilst mastering skills and concepts.



- Support staff and leaders to identify strengths and gaps in learning and implement appropriate interventions.
- Convey a positive 'can do' attitude, motivate and inspire staff to secure successful outcomes in mathematics.
- To continually review the effectiveness of curriculum documentation to ensure that it meets the needs of all children.
- Provide training opportunities for all staff to develop in the teaching and learning of mathematics

Key Stage Lead:

- Effectively lead a key stage, taking responsibility for the day to day provision, standards and expectations.
- Collate and analyse attainment and progress data from the key stage and use this information diagnostically to inform provision accordingly.
- Liaise with the Inclusion team and implement any actions required within their key stage, reviewing and reporting on impact and using this information to inform next steps.
- Liaise with subject leaders of the wider curriculum to implement any actions required within their key stage, reviewing and reporting on impact and using this information to inform next steps.
- To liaise with other key stage leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all children from EYFS-KS1-KS2-Secondary school.
- Plan, organise and chair the key stage meetings as appropriate in order to ensure school policies and practices are implemented.