

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Assistant Headteacher: Director of Maths</b>
<b>Academy:</b>	<b>Sedgefield Community College</b>
<b>Reporting to:</b>	<b>Headteacher</b>
<b>Salary/Pay range:</b>	<b>L12 - L16</b>
<b>Hours of work:</b>	<b>Full Time</b>

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### **Purpose of Job**

To provide Leadership and Management of the Maths Department in addition to the requirements of a class teacher. There will also be additional responsibilities to be determined by the successful candidate's individual strengths and which will allow the Assistant Headteacher: Director of Maths to have whole school impact beyond the Maths subject area.

### **Main Duties and Responsibilities**

- Accept joint responsibility with other leaders for the promotion of high standards from students and staff and the active promotion of the school's aims and ethos.
- To have a lead role in shaping the future of the school, contributing to whole school (and subject) self-evaluation and development planning processes.
- To support and enhance the development of colleagues.
- To participate in the statutory process of appraisal for teaching and non-teaching staff within your area of leadership responsibility.
- Be responsible for promoting and safeguarding the welfare of children and young people you are responsible for, or come into contact with.
- Be responsible for creating and coordinating effective professional development across the suite of Maths subjects.
- Be responsible, as a member of the senior leadership team, for line management of departments/areas as delegated by the Headteacher.
- Promote effective curriculum leadership within a portfolio of subjects.
- Be responsible for ensuring that subject leaders and teachers set appropriate levels of challenge and differentiate appropriately to meet the learning needs of all pupils.
- Work with departments and individual teachers to improve the quality of teaching, learning, assessment, recording and reporting.
- Work with other members of the senior leadership team to 'triangulate' data, quality assure systems and evaluate the impact and effectiveness of the college's educational strategy.
- Be responsible for any allocated budget and those budgets of any other budget holders that you line manage to ensure they are spent effectively and maximise impact of learning outcomes for students.
- Perform duties as a classroom teacher, as directed by the Headteacher.

The Assistant Headteacher: Director of Maths shall also perform the following duties that are assigned by the Headteacher to this role:

### **Teaching and Learning**

- To take responsibility for the overarching curriculum that is delivered within your area(s) of leadership responsibility – ensuring the curriculum is ambitious and appropriate for all of our pupils and is informed by all relevant updates (e.g. Ofsted subject inspection reports; exam board releases; etc).

- Provide high quality teaching and learning through your own classroom practice.
- Model high quality teaching and learning for others.
- Manage and monitor the quality of teaching and learning for all pupils.
- Support other colleagues to develop their teaching skills.
- Support other colleagues to develop their leadership skills.
- Ensure that effective action is taken where teaching is not of a good standard in areas where you have leadership responsibility.
- Ensure that effective support is in place so that weak teaching does not disadvantage pupils.
- Be responsible for the outcomes of pupils in your area(s) of responsibility, with a focus on both attainment and progress.
- Manage and support any assigned leaders to ensure that all teachers are using assessment data and information to plan effectively, to track pupils' progress and to put in place effective intervention where pupils are not making expected progress.

### **Training**

- With other leaders, identify the training needs of all academy staff and organise training to meet these needs.
- Provide training to individuals, groups of staff and where appropriate trainee teachers.
- Ensure that you are up to date and conversant with all legislation, guidance, accountability frameworks and good practice for teaching and supporting secondary aged pupils.

### **General**

- Any other duties as may reasonably be requested by the Headteacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required