

JOB DESCRIPTION Assistant Headteacher Mathematics

POST: Assistant Headteacher Mathematics
(1 year fixed contract until 31st August 2025)

Grade: Leadership scale 14-17

ACCOUNTABLE TO: Headteacher

MONITORED BY: Deputy Headteacher in charge of Curriculum

KEY RESPONSIBILITY: To provide sustained leadership, direction, development, support and responsive intervention on all aspects pertinent to the continued delivery and achievement of the highest standards of Teaching & Learning for students & staff in relation to the school as a whole, and to the specified department(s) in particular. The postholder will lead on the improvement of teaching skills through modeling high-quality teaching, coaching and training other members of staff.

KNOWLEDGE & SKILLS: Leadership skills, up-to-date teaching and subject expertise, commitment to professional development and sharing of best practice, awareness of statutory requirements, personnel management, maximising delegated finances and allocated resources, accommodation & facilities, proactive use of comparative data.

LINE MANAGEMENT RESPONSIBILITY:

- Leading, developing and enhancing the teaching contribution of a significant team of teaching and support staff designated in the specified department/year.

RAISING QUALITY OF TEACHING & LEARNING

- Collaborate with the Lead Practitioner (LP) and Learning Director of Department (LDD) of Mathematics to develop a Mathematics mastery curriculum.
- Collaborate with the LP and LDD Maths to assure best practice in the teaching of Mathematics.
- Collaborate with the DHT in charge of Curriculum to develop middle leadership where appropriate.
- Model best practice in the classroom.
- Carry out teaching responsibilities in line with the professional duties of a teacher
- Model consistently high-quality teaching and be able to demonstrate excellent practice to others
- Produce high-quality teaching materials that support excellent practice
- Support with teachers' professional development and appraisal through carrying out lesson observations, providing feedback and implementing strategies to improve practice
- Provide mentoring/coaching to individual teachers' in need of 1-to-1 support to improve their practice
- Promote strategies which support differentiation, inclusion and positive behaviour

MONITORING AND EVALUATION:

- Co-ordinate and carry out monitoring and evaluation activities to improve teaching and learning, including work scrutinises, lesson observations, learning walks etc

- Use systems to analyse data from monitoring and evaluation, and use insights to inform strategies and plans for teacher development
- Support with self-evaluation and school improvement planning across the department

PROFESSIONAL DEVELOPMENT

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own practice
- Where appropriate, take part in the appraisal and professional development of others

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

FURTHER SPECIFICS NEGOTIATED (if necessary, and printed on the reverse of this sheet):

With SLT Subject/LDD

The above responsibilities are in addition to:

- those general duties and expectations contained in the Statement of Conditions of Employment (LA)
- contractual obligations for all employees of Kingsmead School in meeting agreed Policies & Procedures (including Performance Management Review)
- expectations found in "Responsibilities of all Teaching Staff at Kingsmead", and in "Responsibilities of a Form Tutor at Kingsmead" documentation
- explicit guidance from current DfE School Teachers' Pay & Conditions documents in effect for all teaching staff employed within an LA school, including The Education (School Teachers' Pay and Conditions) [No.2] Order 2005 and The Education (Review of Staffing Structure) [England] Regulations 2005
- relevant levels of professional development standards as found in DfE document Teachers' Standards Framework 2001
- reporting to the Trustees and external agencies as/when necessary.
- Supporting the Senior Leadership Team where required (duties, management meetings, SLT responsibilities etc)

This job description is not necessarily a comprehensive definition of the post and may be reviewed once a year, or earlier at the request of any of the negotiating or monitoring parties, and may be subject to further modification or amendment at any time after consultation with the holder of the post.

Date: July 2024