‘We will endeavour to be a learning community with a culture that promotes excellence, equality and high expectations for pupils, staff, parents and governors.’

**Job Title**: Assistant Director of Maths**(**TLR2B)

**Responsible to**: Director of Maths

**Overall purpose**: To assist the Director of Maths with the development of policies, plans, targets and practices within the context of the school’s aims and policies, in order to ensure high levels of learning and optimal results for all students.

**Responsible for**: Strategic and Operational Leadership of KS3 Maths

**Main areas of responsibility**:

* Act as second in department, deputising for the Director of Maths when required;
* Be the Raising Standards Lead (RSL) for KS3 maths;
* Coordinate the production, monitoring and review of KS3 schemes of work and learning resources;
* Manage the transition of students from KS2 to KS3 and from KS3 to KS4;
* Monitor KS3 assessment, recording and reporting procedures to ensure best practice.
* Ensure that all KS3 teachers submit regular and robust data to enable accurate tracking of pupil progress;
* Prepare progress data for KS3 RAP (Raising Attainment Plan) meetings;
* Lead the implementation of intervention strategies across KS3 in order to close learning gaps for key groups e.g. disadvantaged students;
* Develop strategies to support disadvantaged students across KS3 and KS4;
* Fulfil the role of departmental SEND representative;
* Act as subject mentor (NQT /ITT);
* Contribute to the subject improvement plan;
* Contribute to the annual appraisal cycle;
* Contribute to the departments primary liaison work;

***Key Accountabilities***

1. **Support and development of the subject**

* To assist the Director of Maths with the implementation of policies and practices for the subject which reflect the school’s commitment to high achievement, effective teaching and learning;
* To use data effectively to identify KS3 pupils who are underachieving in the subject and, where necessary, implement effective strategies to support those pupils;
* To monitor the progress of KS3 plans towards targets, evaluate the effects on teaching and learning and use this analysis to inform next steps;
* To assist the Director of Maths with the implementation of identified initiatives and their monitoring and evaluation;
* To work with relevant staff to support short, medium and long term plans for the development and resourcing of the subject across KS3.

2. **Teaching and Learning**

* To support the Director of Maths in securing and sustaining effective teaching of the subject for self and others, evaluate the quality of teaching and standards of pupils’ achievement and set targets for improvement;
* To monitor curriculum coverage, continuity and progression across KS3 for all pupils, including those who are disadvantaged and those with special educational needs;
* To oversee the implementation of developments and changes required to fulfil the KS3 curriculum requirements;
* To work with the Key Skills Coordinators to ensure effective development of core skills for learning across KS3;
* To ensure that effective practices for assessing, recording and reporting pupil achievement are maintained across KS3 and that this information is used to recognise achievement and set robust targets;
* To use ongoing analysis of pupil data to secure good progress throughout KS3 and effective transition into KS4 ;
* To ensure that the KS3 curriculum enables the effective development of pupils’ individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
* To work with parents to involve them in their child’s learning within KS3, as well as providing information about curriculum, attainment, progress and targets.

3. **Leading and supporting staff**

* To provide all those involved in the delivery of KS3 maths with the information and guidance necessary to sustain motivation and secure improvement in provision;
* To assist the Director of Maths in ensuring that staff build constructive working relationships with pupils;
* To establish clear expectations and constructive working relationships among staff involved with the delivery of KS3 maths, including developing responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
* To ensure that appropriate KS3 schemes of work and resources are in place and that they are used consistently by all teachers;
* To assist the Director of Maths and the school’s examination officer in the planning and organisation of KS3 examinations;
* To liaise with colleagues both within and beyond school in order to share best practice;
* To engage proactively with support networks and excellence clusters e.g. Bolton Learning Alliance (BLA).

4. **Efficient and effective deployment of staff and resources**

* To work with the Director of Maths to ensure that KS3 classes and efficiently timetabled and roomed.

5 **Other Duties**:

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher;
* To be a Form Tutor;
* To play a full part in the life of the school community, to support its distinctive mission and ethos taking into account the richness of diversity of the school’s communities and to encourage staff and students to follow this example;
* To support the school in its legal requirements for worship;
* To promote actively the school’s corporate policies;
* To comply with the school’s Health & Safety Policy and to undertake risk assessments as appropriate e.g. school visits;
* To undertake any other duty as specified by the STPCD not mentioned in the above;
* To be available for work for 195 days in any year, of which 190 days shall be to teach and 5 days for training;
* To be available to perform the above duties for 1265 hours in any year;
* To work in addition such hours as may be needed to discharge the professional duties of a teacher, including in particular, marking of work, the writing of student reports, the preparation of lessons and teaching materials.

**REVIEW ARRANGEMENTS**

***The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.***

**Prepared/revised by: Ms A Webster, Headteacher, March 2020**

***Agreed by Postholder****:* ***Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date***: \_\_\_\_\_\_\_\_