

JOB DESCRIPTION

[South Chingford Foundation School](#) [Chingford Academies Trust](#)

Title of Post:	Deputy Head of Maths
Grade/Pay Range:	MPS/UPS + TLR 2A
Department:	Mathematics
Responsible to:	Head of Maths
Responsible for:	Teachers of Maths

The Maths Department is made up of the post holder, the head of department, and a team of Maths teachers. The team are constantly developing ways to enhance the learning experience of the students. The staff are very supportive of each other and share good practice and resources regularly. There is strong leadership from the experienced and successful Head of Department.

FACILITIES AND RESOURCES

The school provides outstanding facilities for teaching Mathematics, including a dedicated suite of rooms.

LINE OF RESPONSIBILITY

The post holder is directly responsible to the Head of Maths on curriculum matters and the Head of Year for pastoral issues.

JOB PURPOSE

- To assist in the leadership and management of the Maths Department to ensure students reach their potential and attainment maximised.

MAIN DUTIES / RESPONSIBILITIES

- To coordinate the teaching of Maths in certain years / at a certain Key Stage
- To ensure that teachers are sufficiently resourced and in possession of key documents such as differentiated schemes of work/resources/text
- To review syllabuses and changes and liaise with the Head of Maths to determine how changes affect the faculty
- To relay any changes in syllabuses to the department
- To assist in undertaking quality assurance: book checks, lesson observations and leading moderation in certain years / at a certain Key Stage

- To assist in monitoring student progress, data sources should be used to identify underperforming students and manage interventions, as necessary, to support these students
- To coordinate test papers for internal examinations
- To prepare/amend documentation to support the Head of Maths (including Department Handbook, Prospectus entries, etc.)
- To promote the sharing of good practices among the faculty
- To performance manage members of the department as required
- To deputise for the Head of Maths as required
- To assist in the convening of Maths Department Meetings as required
- To work with other members of the Maths Department to ensure that cover work for absent colleagues has been set
- Other reasonable duties as directed by the Head of Maths or Senior Leadership Team.

TEACHING DUTIES

- To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets
- To establish and maintain a purposeful working atmosphere which supports learning
- To set homework and mark in line with school and Trust policies
- To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle
- To attend department meetings
- To play an active role in developing and implementing departmental policy
- To keep informed of curricular developments in Maths
- To keep informed of whole school and Trust policies and to play an active role in implementing them
- To attend pastoral meetings and play an active role in developing and implementing year-team policy
- To attend parents' evenings
- To attend all Internal CPD sessions and strive to constantly improve own practice
- To carry out a share of supervisory duties in accordance with published schedules
- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subjects
- To assess, record and report on pupils' progress
- To attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans
- To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc.)

- To exploit opportunities to improve basic literacy, numeracy and ICT skills
- To participate in staff development opportunities and accept responsibility for own professional development
- To prepare students for examinations and participate in examination arrangements
- To carry out the role and duties of form tutor as required
- To implement school and Trust policies.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in Appraisal in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in

Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be Initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
DEPUTY HEAD OF MATHS**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Qualified teacher status	X	
Degree or equivalent	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of successful Mathematics teaching at KS3 and KS4	X	
Experience of a curriculum or pastoral management role		X
Experience of Line Managing staff		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Ability to communicate effectively at all levels	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
Sound knowledge of KS3 and KS4 Mathematics curriculum	X	
Ability to use initiative and prioritise work and ability to work to deadlines	X	
Understanding the importance of Quality Assurance measures and of Quality Assurance indicators	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but to work independently when required	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Ability to motivate others and to be self-motivated	X	
Commitment to raising standards of behaviour through improved teaching and learning skills		X
Calm and organised approach to work including times when under pressure	X	

SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.