



Assistant Headteacher Job Description – Mathematics Portfolio

Title:	Assistant Headteacher
Project Team:	Teaching Staff
Reports to:	Deputy Headteacher
Grade:	Leadership 12-16 (£65,898- £75,049)
Hours:	32.5 Hours (full-time), all year round, 52 weeks per year (with some requirement to work occasional out of hours)

Key Duties and Responsibilities

1. Lead Maths Provision Across the Academy

- Provide strategic leadership of Maths across KS3–KS5 to secure outstanding curriculum, teaching, and outcomes.
- Ensure the Maths curriculum is knowledge-rich, well-sequenced, and aligned with the Academy's ethos of high expectations.
- Lead on raising attainment and progress in Maths, ensuring all student groups achieve exceptionally well and in line with English results at the Academy.
- Lead intervention sessions outside of the normal school day including weekends and holiday periods to ensure this is equitable across the whole department to secure outstanding outcomes
- Secure outstanding outcomes that place the Academy at the top of the local authority performance tables in KS4
- Analyse assessment data, identify trends, and implement responsive improvement strategies.
- Oversee moderation, standardisation, and high-quality assessment practices.
- Ensure teaching staff use evidence-based pedagogy to maximise learning in Maths.

2. Manage and Develop the Maths Team

- Line-manage the Head of Department and associated middle leaders.
- Support staff to deliver consistently excellent teaching through coaching, mentoring, and targeted CPD.
- Lead regular team reviews, learning walks, book trawls and data reviews to ensure high standards.
- Support recruitment, induction, and retention of high-quality Maths staff.

3. Drive Whole-School Numeracy Strategy

- Develop and implement a coherent whole-school numeracy strategy.
- Ensure all departments understand and actively support the development of students' numeracy skills.
- Provide training and resources to staff to embed numeracy across the curriculum.
- Evaluate the impact of numeracy initiatives and adjust strategies as needed.



4. Contribute to the Culture of High Aspirations

- Champion Maths across the Academy through clubs, competitions, enrichment and stretch programmes.
- Promote strong relationships with students, ensuring high expectations for effort, conduct, and achievement.
- Engage and support parents/carers in understanding the Maths curriculum and how to support learning from home.

5. Leadership and Management

- Contribute to wider school improvement planning and evaluation.
- Support the Deputy Headteacher in monitoring and improving the quality of education across the school.
- Lead and manage specific whole-school initiatives as required.
- Support the running of the pastoral function in an agreed year group
- Deputise for senior leaders where appropriate.

6. Staff Development

- Lead the professional development of staff in Maths and related pedagogy.
- Identify emerging talent within the team and support pathways for leadership development.
- Provide whole-school CPD on numeracy, data literacy, or evidence-based teaching where appropriate.

Additional Components

- Uphold the Academy's aims and targets.
- Promote and enhance the Academy's reputation through professional conduct.
- Work positively with all stakeholders.
- Support the distinctive ethos and mission of the Academy.
- Contribute to a harmonious and positive working environment.
- Undertake any other duties reasonably required by the Executive Team.

Health and Safety Responsibilities

- Adhere to all Academy Health & Safety policies and complete risk assessments as required.
- Understand that Q3 Academy Langley is a no-smoking site.
- Ensure safe working practices across the Maths team.



Person Specification – Assistant Headteacher (Maths Portfolio)

Education & Qualifications

- Qualified Teacher Status
- Good honours degree, ideally in Mathematics or similar
- Evidence of professional development e.g. NPQSL or similar
- Higher degree (Desirable)

Skills, Abilities and Experience

- Successful senior or middle leadership experience
- Strong track record of improving Maths outcomes over a 3 year period
- Experience leading curriculum development and quality assurance
- Outstanding classroom practitioner
- Proven record of raising standards across KS3–KS5
- Ability to use data effectively
- Experience managing staff teams

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