

Ernest Bevin College  
Job Description

Title: Deputy Head of Maths	Salary Scale : TLR 2b
Supported by and reporting to: Head of Department	Assisted By: Maths staff

Teaching standards as of Sept 2012, together with the statements specific to this post as below:

Personal and Professional Conduct	<ul style="list-style-type: none"> <li>As set out in the standards</li> </ul>
<p>Leadership and Management</p> <p>The Deputy Head of Maths should provide leadership to a team of specialist staff. In addition s/he should support, challenge, motivate and develop teachers in order to secure improvements in students' achievement by:</p>	<ul style="list-style-type: none"> <li>As set out in the standards</li> <li>Deputising for Head of Maths</li> <li>Working effectively with Head of Maths</li> <li>Ensuring colleagues have the highest possible expectations of all students at all times</li> <li>Providing a motivational lead through the high quality of his / her own classroom / management practice</li> <li>Leading, managing and supporting colleagues on a daily basis</li> <li>Developing, monitoring and maintaining subject team resources</li> <li>Supporting the professional development of the subject team and assisting in the planning and delivery of subject/other training activities</li> <li>Monitoring and implementing strategies to raise attainment</li> </ul>
<p>Strategic Planning</p> <p>Within the context of the College's aims and policies, the Deputy Head of Maths should develop and implement policies, plans, targets and practices by:</p>	<ul style="list-style-type: none"> <li>As set out in the standards</li> <li>Leading the department in developing and implementing new schemes of work</li> <li>Monitoring and tracking pupil progress</li> <li>Checking the accuracy of data at every data drop</li> <li>Leading, organising and Implementing appropriate intervention strategies to ensure pupils make the expected progress</li> <li>Developing internal and external links in order to enhance students' learning e.g. Pixl and other school</li> <li>Supporting staff and pupils with exam preparation and techniques in order to raise attainment and progress</li> </ul>
<p>Teaching and Learning</p> <p>The Deputy Head of Maths should use the processes of review and evaluation in order to sustain effective teaching and learning. Target setting will be used to ensure that individual students are, accountable for their achievements by:</p>	<ul style="list-style-type: none"> <li>As set out in the standards</li> <li>Developing, co-ordinating and monitoring appropriate subject courses which meet the needs of students</li> <li>Reviewing and developing schemes of work (using the college framework) for efficient delivery of the subject to ensure cross-curricular issues (e.g. literacy, enterprise) are appropriately addressed</li> <li>Monitoring and evaluating the quality of teaching through lesson observations, learning walks and work reviews</li> <li>Monitoring variations between GTGs and students performance</li> <li>Developing the competence of colleagues to manage effective student learning by regularly visiting lessons</li> <li>Working with colleagues on developing effective teaching strategies in order to raise attainment</li> <li>Ensuring that all colleagues provide regular performance feedback to their students according to the college marking policy, regularly displaying student progress charts and by using college systems of tracking</li> <li>Providing parents with information about the progress of their children as required</li> </ul>

The above responsibilities and duties will be undertaken in addition to the duties of a schoolteacher contained in the School Teachers' Pay and Conditions Document. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder

June 2018