JOB DESCRIPTION

Job Title	ASSISTANT HEAD OF MATHEMATICS
Status	PERMANENT CONTRACT
Pay Range	QUALIFIED TEACHERS RANGE plus TLR 2B £5,023.00 per year

Specific responsibilities:

- Support the Head of Department in ensuring high-quality teaching & learning in mathematics.
- Teach high-quality lessons that lead to strong academic learning and the development of wider qualities that help our learners thrive in their future lives, acting as a model of strong practice in the department.
- Work with the Mathematics Leadership Team in developing subject teaching that encompass the T&L elements of the Ladybridge Trivium, which are:
  - Clarity through explanations, stories & modelling
  - Responsive teaching strategies impact planning
  - Repetition & spaced retrieval practice
  - Real life experience and experimentation
  - Debate, question and challenge
  - Enquiry, problem solving & reflection
  - Public performance & extended writing
  - Presentations, exhibitions and vivas
  - Exemplify Ladybridge qualities and beliefs
- Be proactive in sharing ideas and best practice.
- Be proactive in supporting collaborative planning to improve the effectiveness and the efficiency of teaching.
- Lead on aspects of the professional learning cycle and of input sessions, collaborative planning, peer observation and reflection.
- Work with the Mathematics Leadership Team in developing a Trivium approach to education in the department. *See **The Ladybridge Way** section of the website*.
- Be able to form positive relationships with learners.
- Have high standards for behaviour and attitudes and help to model and develop these in other colleagues. Support the Head of Department in ensuring the consistency of the Behaviour Flow Chart and the Teacher Time, Task Time and Team Time approach to promote these high standards.
- Demonstrate high expectations of both learners and colleagues, and challenge underachievement.
- Work with the Mathematics Leadership Team to Quality Assure the practice in the department, ensuring that there is a strong focus on Responsive Teaching.
- Work with the Mathematics Leadership Team on the development, review and implementation of the curriculum in order to improve learning.

- Engage in, and lead, professional learning activities including whole school CPL, and independent reading and research.

- Work with the Mathematics Leadership Team in determining Mathematics policy, aims and objectives which meet curriculum requirements, and which reflect fully the school's ethos, values, curriculum and policies.

- Support the Head of Department in creating and maintaining a stimulating teaching and learning environment in Mathematics rooms, and in public areas of the school.

- Work with the Mathematics Leadership Team to promote numeracy across the curriculum, supporting colleagues from other faculties in the teaching and learning of mathematical knowledge.

- Work with the Mathematics Leadership Team on the organisation and running of out-of-school learning experiences, such as intervention and revision sessions, study residentials, and other opportunities for the exploration of mathematics.

- Support the Head of Department in ensuring appropriate work is set for the classes of absent colleagues.

- Work with the Maths Leadership Team to lead on the showcasing and promotion of the work of the department, including Open Evenings and other school events, both within and outside the school day.

- Deputise for the Head of Department when required.

General Information

As with all job descriptions it may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here, including tasks commensurate with a leadership position.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Local Authority and School policies.

The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme.

Date Job Description prepared/updated	September 2023
Job Description prepared by	S Catlow

PERSON SPECIFICATION

Job Title	ASSISTANT HEAD OF MATHEMATICS
Status	PERMANENT CONTRACT
Pay Range	QUALIFIED TEACHERS RANGE plus TLR 2B £5,023.00 per year

Essential	**Desirable**
Qualifications:	
• Qualified Teacher Status • Degree relevant to teaching subject • Qualifications that demonstrate a broad academic understanding	• Leadership qualification such as NPQML or specialist NPQ or similar
Knowledge and Experience:	
• Knowledge and experience of effective teaching and learning • Knowledge and experience of curriculum development and innovation • Knowledge and experience of how to lead people effectively • Knowledge and experience of quality assurance practices • Knowledge of how to keep young people safe	• Understanding of how we learn • Up to date knowledge of educational research • Experience of line managing colleagues • Experience of leading training for colleagues • Experience of being an examiner for mathematics
Teaching & Learning:	
• Strong classroom practitioner • Track record of strong academic progress for learners • Able to model excellent teaching and learning for others	• Experience of helping to improve the teaching and learning practices of colleagues
Personal Qualities & Beliefs:	
• Values diversity • Alignment with Ladybridge beliefs and mission *(see job description)* • Optimistic outlook • Honest, reliable, open minded, modest and full of integrity • Models Ladybridge WISDOM qualities of Respect, Commitment, Curiosity, Kindness, Teamwork and Resilience • Able to relate to young people and form positive relationships with them based on mutual respect • Excellent time management and organisational skills	

• Able to listen to others and respond in an emotionally intelligent manner • Good attendance and punctuality	
*Note to Applicants**: Please try to show in your application form, how best you meet these requirements.***	
Date Job Description prepared/updated	September 2023
Job Description prepared by	S Catlow