

The Royal Alexandra and Albert School



Post: Deputy Head of Mathematics

Responsible to: Head of Mathematics

Start Date: September 2018

Salary / Grade: UPS / MPR + TLR2 (£4,442 in 17-18)

For the right candidate an R&R allowance will be given in addition, on an ongoing basis.

The Role

To support the Head of Department in providing effective leadership of the Mathematics Department to ensure high standards of teaching and learning and the delivery of an outstanding mathematics curriculum to ensure all our pupils make excellent progress.

This is a full time role with the post holder teaching 27 periods (the full-time loading with no positions of responsibility being 29 periods.)

Key Responsibilities

- To support the Head of Department in providing strong and supportive leadership of the Mathematics Department
- To work with the Head of Juniors and 2 i/c Key Stage 3 in Mathematics to help facilitate a successful academic transition between Key Stages 2 and 3 for students to ensure that they make excellent progress
- To work with the Head of Department and 2 i/c Key Stage 3 in Mathematics to support the successful implementation of a new system of prep at Key Stage 3 and ensure its effectiveness
- To be held accountable for the progress of pupils in mathematics, along with the Head of Department
- To lead the analysis of progress and attainment data for disadvantaged pupils and Foundationers within mathematics and use this to inform pupil interventions; to track progress across the academic year, reviewing and amending interventions when necessary
- To support the Head of Department in leading department training and INSET to support the delivery of effective teaching and learning
- To work alongside the Head of Department to review and develop the quality of teaching and learning within the department to ensure outstanding practice and the development of exceptional performance skills in pupils
- To work with the Head of Department to observe, mentor and provide guidance to teachers in the department and support them in their continuous professional development
- To promote the subject and ensure it is thriving throughout the school, including at GCSE and A level

- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils
- To support the department in offering enrichment opportunities for pupils outside the timetabled curriculum
- To deputise for the Head of Department in their absence

Leadership of subject

- To work with the Head of Department to develop and implement a creative curriculum and ensure the delivery of high quality teaching, in all curricular and co-curricular activities
- To work with the Head of Department to develop a curriculum that meets the needs of all learners
- To support the Head of Department in developing innovative schemes of work and supporting resources which are inspiring for learners and teachers alike
- To assess the performance of pupils and record their development, progress and attainment and ensure this is done consistently across the department using internal moderation where necessary for identified year groups
- To support the Head of Department to analyse progress and attainment data and use this to inform possible changes to curriculum design, and pupil interventions with a particular focus on disadvantaged pupils
- Work in collaboration with relevant colleagues to ensure pupils receive high quality interventions
- Through regular observation and feedback, support the Head of Department in mentoring subject teachers to ensure excellent teaching and learning in all lessons
- To keep up to date with all initiatives and developments in teaching and in the subject and ensure that classroom teachers are utilising best practice for the teaching of mathematics
- To work with the Head of Department in the organisation and delivery of departmental inset to share good practice and develop teaching and learning within the curriculum area
- To work with the Head of Department in conducting evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to changes to teaching and learning
- To work with the Head of Department in creating and sustaining a positive department culture, where staff feel collectively supported and developed
- Alongside the Head of Department to act as the role of Performance Manager for members of the department

Teaching and Learning

- Plan and teach engaging and challenging lessons
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- Use regular, measurable and significant assessments of teaching
- Complete all reporting on time
- Closely monitor progress and attainment of pupils and use it to inform teaching
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

Other

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- Undertake other various responsibilities as directed by the Headmaster
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School
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Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good Honours Degree in mathematics or in a relevant subject • Recognised Teaching Qualification 	<ul style="list-style-type: none"> • Additional qualifications/ training
Experience	<ul style="list-style-type: none"> • Experience of successful teaching of mathematics to GCSE and A level • Experience of raising attainment • Experience of supporting other staff to enhance teaching and learning 	<ul style="list-style-type: none"> • Experience of teaching Further Maths • Post of responsibility within a mathematics department • Experience of leading and developing a team • Experience in more than one school

Leadership and management	<ul style="list-style-type: none"> • Commitment to the subject and to leading the co-curricular programme of the school within the subject • Effective team worker and leader • High expectations for accountability and consistency • Ability to create and lead departmental development • Ability to manage change • Ability to enable others to achieve success 	
Teaching and Learning	<ul style="list-style-type: none"> • Excellent classroom practitioner with understanding of high quality teaching and learning • Knowledge of the curriculum reforms and recent subject developments • Good communication, planning and organisational skills • Commitment to regular and on-going professional development 	<ul style="list-style-type: none"> • Experience of data tracking
Personal	<ul style="list-style-type: none"> • Hardworking • Enthusiastic • Resilient • Ability to inspire and lead others • A strong team player • Good sense of humour 	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.