



Deputy Head of Maths

Full Time, Permanent

Queen Elizabeth's Grammar School, Ashbourne Academy

QEGSMAT are looking to appoint a Deputy Head of Maths at Queen Elizabeth's Grammar School, Ashbourne.

An exciting opportunity has arisen for an outstanding practitioner to be the Deputy Head of Maths. The successful candidate will have the opportunity to assist the development of an established team of colleagues. As the Deputy Head for Maths, you will be accountable for key areas of the curriculum area and supporting the Head of Maths. You will be committed to developing teaching and learning strategies and refining assessment methods. You will be an excellent communicator, who works in partnership with colleagues, students and parents to create a high performance-learning environment that delivers educational excellence.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

If you would like to be part of this exciting school community, please visit www.qegsmat.com where you can apply via TES. Alternatively, please send your completed application form to hr@qegsmat.com.

Closing date for applications: Monday 14th June 2021 09:00am

Proposed Interview date: Friday 18th June 2021

Salary: Main Pay Scale/Upper Pay Scale + TLR 2.2 (£4,788)

Start date: 1st September 2021 or 1st January 2022



QEGSMAT

JOB DESCRIPTION

Post Title:	Deputy Head of Maths
Reporting to:	Head of Maths
Responsible for:	All staff within the curriculum area
Scale:	Main Pay Scale / Upper Pay Scale & TLR 2.2
Disclosure Level:	Enhanced

PURPOSE OF THE POST:

- Assist the leading, managing and developing of Maths courses across all specific year groups;
- Accountable for the attainment and progress of all students and discrete groups of learners, including Eligible, EAL and SEND students, across all year groups within Maths;
- To assist with monitoring and supporting student progress within Maths, in conjunction with the Head of Maths;
- Effectively assist with the management and development within the curriculum areas, including human resources;
- Assist with the monitoring, developing and enhancing the teaching practice of others;
- Promote the development of students' academic, moral, social, personal and cultural education through the consistent and fair implementation of the academy's values and expectations;
- Contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Maths across all specific year groups, in accordance with the aims of the school and the curricular policies determined by the QEGSMAT, Local Governing Body and Headteacher;

- Play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students follow this example;
- Lead our growing numeracy program, developing cross-curricular links
- Help to lead the department and school in fostering an attitude of positivity towards maths

MAIN DUTIES

Teaching Duties

- Undertake an appropriate programme of teaching in accordance with the duties of a teacher (Ref: Job Description – Teacher);
- Engage actively in continuing professional development and the appraisal process.

Pastoral Duties

- Be a Form Tutor and to carry out the duties associated with that role as outlined in the generic Teacher’s Job Description, including supporting the Progress Leader in monitoring and maintaining student progress, behaviour and attendance;
- Contribute to PSHE and Character Education within the Academy’s Wellbeing framework;
- Ensure behaviour and rewards are implemented in the curriculum area so that effective learning can take place;
- Support the Emergency Call Out and Duty rotas as appropriate;
- Liaise with Progress Leaders and monitor positives and negatives, lesson removal and Emergency call out logs within the curriculum area and identify where support is required in order to maintain behaviour standards.

Curriculum and Assessment

- Assist with the development and delivery of the Maths curriculum across all year groups, including the development of appropriate schemes of work, resources, and departmental guidance documents relating to teaching, learning and assessment;
- Ensure continuity of student learning and progress within the Maths curriculum within a linear assessment model across all specific year groups, including the review and selection of appropriate exam boards and specifications;
- Develop and enhance appropriate assessments and criteria linked to the subject-specific knowledge, skills and understanding expected of students to facilitate their progress;

- Keep up to date with and respond to national, regional and local initiatives within the Maths curriculum, including changes associated with new exam specification content and assessment;
- Assist with the development and implementation of whole-school initiatives and strategies, including literacy and numeracy, across the Maths curriculum.

Staff Deployment, Development and Recruitment

- Assist with the day-to-day management, timetabling and deployment of staff within the designated curriculum area;
- Act as a positive role model, promote teamwork and motivate staff to ensure effective working relations;
- Ensure the efficient and effective deployment of support staff, cover supervisors and supply within the curriculum area, ensuring that appropriate cover is set in the during staff absence;
- Work with the member of the Leadership Team and Head of Maths to be responsible for the school calendar to ensure curricular events are calendared and to arrange appropriate cover;
- Manage the performance of staff and conduct appraisal reviews within the designated curriculum area in accordance with academy guidelines;
- Work with the Leadership Team Line Manager and Head of Maths to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Participate in the school's Initial Teacher Training programme as and when applicable.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures;

Student Progress Monitoring and Reporting

- Monitor the progress made by all students and discrete groups of learners, including Eligible, EAL and SEND students, across all specific year groups within Maths using whole-school and departmental data tracking systems;
- Coordinate with the Head of Maths and colleagues within the curriculum area in identifying underachieving students and the implementation of appropriate mentoring/intervention programmes as required;
- Ensure that reporting deadlines are met by all colleagues within the curriculum area, and that where students are not making expected progress they and their parents receive clear information on how they can improve;

- Review student targets/"Flight Paths" after every assessment period and in light of amendments to national performance data as appropriate;
- Liaise with the Head of Maths and colleagues within the curriculum area and the Leadership Team Line Manager before making amendments to student targets/"Flight Paths";
- Liaise with the SENCO and their team in order to ensure that the specific needs of SEND students within the curriculum area are being met, and to ensure effective transition between all specific year groups.
- Assist with producing reports on external examination performance for the Leadership Team and Local Governing Body compared to internal projections and national performance data e.g. A8 Estimates, RAISE Online, ALPS and other comparative data sets;
- Assist with producing reports for the Leadership Team and Local Governing Body on the progress being made by students currently on roll.

Quality Assurance

- Establish departmental expectations relating to teaching, learning and assessment practice, marking and feedback, and homework in accordance with whole-school standards and expectations;
- Assist with monitoring the implementation of whole-school and departmental expectations and the quality of teaching, learning and assessment through lesson observations/learning walks, work scrutinies, student interviews, surveys and parental feedback;
- Identify areas of effective practice to be shared within the curriculum area, and areas of practice that require development or urgent action;
- Complete self-evaluation reports (SEF) for the Leadership Team and Local Governing Body relating to the quality of teaching, learning and assessment, external examination performance and the progress being made by students currently on roll as appropriate;
- Produce departmental improvement and action plans (DIP/DAP) based upon departmental self-evaluation to develop and enhance the curriculum, quality of teaching, learning and assessment and/or to improve student progress as appropriate;
- Participate in and contribute to whole-school quality assurance procedures, e.g. lesson observations beyond the curriculum area, as appropriate;
- Assist with producing reports for the Leadership Team and Local Governing Body on the impact of departmental improvement and action plans (DIP/DAP) and mentoring/intervention programmes and as appropriate.

Communications and Marketing

- Work with colleagues to formulate aims, objectives and strategic plans for all aspects of the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy;
- Ensure effective communication/consultation as appropriate with all stakeholders including students, parents, colleagues, Local Governors;
- Represent the curriculum area's views and interests, and to provide updates relating to curriculum development, student performance and the quality of teaching, learning and assessment at leadership meetings, Local Governor's meetings and other relevant forums.
- Assist with the development of effective curriculum links with partner schools and the community, attending where necessary liaison events in partner schools, and the effective promotion of Maths at Open Days/Evenings and other events;

Other Deputy Head of Maths duties

- Implement whole-school policies and procedures (e.g. Equal Opportunities), initiatives and aspects of the School Improvement Plan relevant to the curriculum area;
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with statutory requirements and are updated where necessary;
- Assist with leading and managing the business planning function of all aspects of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, including School Improvement Plan/Departmental Improvement Plan and the aims and objectives of the academy;
- Liaise regularly with the Head of Maths to lead and manage the business planning function of all aspects of Maths.
- Liaise with the Leadership Team and/or Exams Officer to maintain accreditation with the relevant examination and validating bodies;
- Assist with the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Please note:

- Employees will be expected to comply with any reasonable request from their Line Manager to undertake work of a similar level that is not specified in this job description



PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> Honours degree or equivalent Teaching qualification Involvement in recent professional development 	<ul style="list-style-type: none"> Evidence of relevant and ongoing CPL 	Certificates
Skills	<ul style="list-style-type: none"> Be a highly competent teacher Be familiar with a variety of teaching and learning styles Be able to motivate and earn the respect of students of all abilities 	<ul style="list-style-type: none"> Leadership and Management 	Application form Interview Observation
Knowledge	<ul style="list-style-type: none"> Subject and curriculum knowledge Planning for students across the ability range Using formative and summative assessment to improve student outcomes 	<ul style="list-style-type: none"> Knowledge and experience of new GCSE Specifications Knowledge of current issues and recent developments in the curriculum area 	Application form Interview Observation
Experience	<ul style="list-style-type: none"> Teacher of Maths at GCSE and A 'Level Experience of 11-18 age range Involvement in teaching examination classes Experience of recent 	<ul style="list-style-type: none"> Experience of leading/ taking a role of responsibility in a department 	Application form Interview Observation

	<p>curriculum development</p> <ul style="list-style-type: none"> • ICT Literate • Familiarity with exam board assessment and procedure 		
Personal Qualities	<ul style="list-style-type: none"> • Have an enthusiasm for the subject and the ability to enthuse students • Have a capacity for hard work • Be able to work co-operatively with team members • Show initiative and enthusiasm for their subject • Have an interest in Information Technology and its applications to education • Be keen to make an extra-curricular contribution • Ability to challenge discriminatory practice • A commitment to comprehensive education • A commitment to equal opportunities • A concern to help each child develop their full potential 		Application form Interview Observation

Print Name _____
Signature _____
Date _____