DEPUTY HEAD OF MATHEMATICS – JOB DESCRIPTION

JOB PURPOSE:

• To provide support, development and delivery for students of the Mathematics National Curriculum
• To enable students to access the Mathematics Curriculum effectively
• To challenge students to reach their full potential in Mathematics

OBJECTIVES:

To support the Mathematics Faculty’s aim to enable students to maximise their potential in Mathematics through a broad and balanced curriculum

MAJOR AREAS OF RESPONSIBILITY:

A. Lead role as Deputy Head of Mathematics Faculty
B. Responsibility for Key Stage 3 in Mathematics
C. Manage the Faculty provision for the Most Able students of Mathematics
D. To take a lead role in determining a strategic direction of the Mathematics Faculty over the next three years
E. To manage transition from Key Stage 2 to 3 and from Key Stage 3 to 4

KEY TASKS:

A1. Take responsibility for the Faculty in the absence of the Head of Faculty
A2. Work with the Head of Faculty in administering the School Behaviour Management Policy
A3. Take the Minutes of Faculty Meetings and attend a monthly meeting with the Head of Faculty
B1. Review and keep current the Key Stage 3 schemes of work
B2. To lead on the numeracy strategy
B3. Update, collate, maintain and disseminate central resources for Key Stage 3
B4. Take responsibility for assessment at Key Stage 3 and the completion of results Spreadsheets
B5. Prepare materials to aid assessment at points throughout Key Stage 3
B6  Take responsibility for intervention at Key Stage 3

B7  Take responsibility for the Junior Maths Challenge

B8  Circulate information and oversee the use of targets and student self and peer assessment at Key Stage 3. Through analysis of assessment data ensure each student makes progress

B9  To liaise with the Head of Special Needs over TA support for Key Stage 3

B10  Conduct regular monitoring of the Key Stage and delivery of the curriculum by means of structured lesson observations and analysis of all available data

C1  Implement and maintain an enrichment programme for more able students in Years 7, 8 and 9

D1  To work with the Head of Faculty to create a costed strategic development plan for the Mathematics Faculty

E1  To work with the partner primary schools to ensure that the Key Stage 3 curriculum builds appropriately on students prior experience of Mathematics

E2  To plan and execute activities which bring together our partner primary schools and the Larkmead Mathematics Faculty

E3  To ensure appropriate progression for all abilities of students from Key Stage 3 to Key Stage 4

ACCOUNTABILITY:  Head of Faculty