

Chingford Academies Trust
Chingford Foundation School

JOB DESCRIPTION

Title of Post:	Deputy Head of Mathematics (with responsibility for KS3)
Grade/Pay Range:	MPS/UPS + TLR 2c
Department:	Mathematics
Reporting to:	Head of Faculty
Responsible for:	KS3 Mathematics

JOB PURPOSE

- To lead and manage Key Stage 3 teaching in Mathematics
- To take on share of Head of Faculty's(HOF) duties in their absence

MAIN DUTIES / RESPONSIBILITIES

1. To oversee the teaching of Key Stage 3 Mathematics.
2. To ensure that Key Stage 3 teachers are sufficiently resourced with key documents such as differentiated schemes of work/resources/texts.
3. To check and maintain stock for schemes of work and exams.
4. To review syllabuses and changes to KS3 Curriculum and liaise with HoF in determining how changes affect the department.
5. To relay any changes in syllabuses to the department.
6. To oversee moderation of KS3 work.
7. To provide an effective role model in terms of own classroom practice.
8. To assist in undertaking quality assurance: book checks; lesson observations; lead moderation at KS3.

9. To assist in monitoring of student progress, using SIMS and other data sources in order to identify students who are under performing and manage intervention, as necessary, to support these students.
10. To deliver additional KS3 interventions sessions as part of the departmental intervention strategy
11. To organise papers for internal examinations
12. To organise banding of Year 7 - 8 groups.
13. To prepare/amend documentation to support the Head of Faculty (Department Handbook).
14. To prepare, teach, mark and evaluate pupil's work according to the Mathematics Department and school policies.
15. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle.
16. To promote sharing of good practice at Key Stage 3.
17. To promote an ethos of team work and culture of sharing.
18. To appraise members of the department as required.
19. To deputise for the HoF as required, for example, attending meetings/running department meetings
20. To keep informed of whole school policies and to play an active role in implementing them.
21. Other reasonable duties as directed by the HoF or Leadership Group

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date

CHINGFORD FOUNDATION SCHOOL

PERSON SPECIFICATION & ASSESSMENT

DEPUTY HEAD OF MATHEMATICS

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/L/A*
Qualifications			
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Evidence of recent and relevant professional development		✓	A/I
Experience			
Evidence of good and outstanding Mathematics teaching at KS3 and KS4.	✓		A/I
Evidence of good and outstanding progress with classes taught at KS3 and KS4.	✓		A/I
Experience of teaching Mathematics at Key Stage 5		✓	A/I
Skills, knowledge and Understanding			
Ability to communicate effectively at all levels.	✓		A/I
Efficient administrator	✓		A/I
Good interpersonal skills	✓		A/I
Good presentation skills	✓		A/I
Knowledge of KS4 Mathematics curriculum and NC levels	✓		I

Ability to use initiative and prioritise work	✓		A/I
Ability to work to deadlines	✓		A/I
Confident user of ICT		✓	I
Understanding of the importance of Quality Assurance measures, and of Quality Assurance indicators	✓		A/I
Other Requirements			
Flexible approach to work	✓		A/I
Ability to work well as part of a team	✓		A/I
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		I
Committed to school ethos and direction	✓		I
Understanding of the implication of Equal Opportunities in Mathematics Education and Management	✓		I
Self-motivated	✓		I
Understanding of Safeguarding Procedures	✓		I
High standard of punctuality	✓		A
Committed to school ethos and direction	✓		I
Commitment to raising standards of behaviour through improved teaching and learning skills.		✓	I
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

*I – Interview / Lesson Observation; A - Application Form; R – Reference

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).