

Maths Assistant Subject Leader

Salary:	TLR 2.1
Reporting to:	Head of Maths
Responsible for:	Supporting the head of maths in the oversight of curriculum, colleagues and pedagogy in the department

A full time teacher has an allocation of 90% contact time. This TLR provides additional 2.1 lessons of leadership and management time per week.

Main purpose

Support the Head of Maths with the organisation, management and development of the Maths Team.

Colleagues with a teaching and learning responsibility will:

- Fulfil the professional responsibilities of a teacher
- Take specific responsibility and accountability for the day-to-day management and organisation of the area identified
- Share the school's vision with their team
- Contribute to the aims and objectives of the school
- Implement policies for achieving these aims and objectives within their area of responsibility
- Managing resources effectively within their area of responsibility
- Monitor and report on progress within their area of responsibility

Specific duties and areas of responsibility

Be responsible for a specific area of raising attainment or improvement in Maths as directed by the Head of Maths (for example a Key Stage or assessment across Maths)

And support the Head of Maths to:

- Lead the department and be accountable for sustaining or improving the quality of teaching and learning in all year groups;
- Lead, develop and co-ordinate the promotion and monitoring of students' progress, including the use of assessment and data;
- Lead by example, with highest professional and personal standards, and classroom management
- Demonstrate best practice in Maths
- Demonstrate the highest standards of subject knowledge including latest requirements and developments
- Lead, manage and develop Maths, and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve standards within Maths, with demonstrable changes for pupils outside of their own classroom or group of pupils
- Use professional skills and judgements to provide strategic and practical leadership in Maths
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the headteacher or others as required
- Provide line management for teachers within your department, providing feedback and additional support as needed

- Be the voice for your department, ensuring classroom teachers' experiences and opinions are represented within the school, including dealing with any issues on a day-to-day basis
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them
- Take part in professional development within your subject, sharing ways to improve teaching with others
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments
- Take part in the appraisal and professional development of colleagues within your team
- Support team to respond appropriately to behaviour incidents
- Contribute to the expectation of excellent attendance

General duties and areas of responsibility

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Develop and demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in rare and unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve quality of teaching and ability to complete the role to a high standard
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> Qualified teacher status or appropriate experience Successful teaching (or appropriate other) experience Evidence of professional development relevant to this role
Skills and knowledge	<ul style="list-style-type: none"> Good knowledge of legislation and guidance on curriculum requirements Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff Excellent communication and organisational skills Knowledge of effective teaching and learning strategies A good understanding of how children learn Ability to adapt teaching to meet pupils' needs Ability to build effective working relationships with pupils Knowledge of guidance and requirements around safeguarding children Knowledge of effective behaviour management strategies Good IT skills, including previous use of school systems such as MIS and safeguarding systems. Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> High expectations for all pupils and belief in bringing out the best in all Commitment to upholding and promoting the ethos and values of the school Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to equity