

JOB DESCRIPTION

Job Title:	Assistant Head of Department
School / Department:	Valley Park School
Base:	Valley Park School
Reports to:	Head of Mathematics
Accountable to:	Senior Assistant Headteacher
Pay Grade:	TLR 2-2 (£4278)

1. Employment Duties:

As set out in the current School Contract having due regard to all Trust policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

2. Particular Responsibilities:

- To lead by example, setting high standards of teaching, planning and feedback to meet the National Standards and school expectations.
- Implementing strategies to improve learning experience of all students including PP, SEN and EAL.
- To support the Head of Mathematics, contributing to the leadership of the Mathematics department and deputising where needed or directed.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish, with the involvement of relevant staff, short, medium- and long-term plans for the development and resourcing of the subject, which contribute to whole school aims, policies and practices.
- Lead by example through demonstrating and achieving high standards in the teaching of the subject which sustain and raise standards of student achievement, behaviour and motivation.
- To undertake the duties of the form tutor as directed by the Head of Year and Senior Leadership Team.
- To be aware of the current research on teacher effectiveness, Pupil Premium and professional qualities (e.g. Rosenshine's Principles and the EEF).
- To share appraisals of colleagues within the Mathematics department, being responsible for personal professional development according to the Appraisal Policy.

- Quality assure the work of the Mathematics department. Complete book scrutinies and learning walks for all Key Stages in order to implement better practices within the Mathematics department.
- Ensure consistency of virtual learning across the department.
- Lead the monitoring and tracking of student progress and identify implications for the teaching of the subject.
- Establish clear policies for assessing and recording students' progress and attainment and for setting future targets and to ensure that information about students' previous achievements is used effectively to inform targets and progress.
- Ensure teachers are clear about teaching objectives, understand the sequence of learning in the subject and communicate such information to students.
- Use data effectively to identify students who are underachieving
- Develop capital culture, CREATE values, spirit and moral awareness within students.
- Develop teamwork and mutual support through meetings and developing responsibilities.
- Monitor and evaluate the work of all staff involved in teaching the subject and take action as necessary to secure improvement.
- Support Head of Department with the induction of new staff, NQTs and trainee teachers.
- Set standards for the conduct and behaviour of students within the subject and help staff maintain these standards and achieve constructive working relationships with students.
- Explore opportunities to develop new resources from a wide range of sources inside and outside the school.
- Two copies of this job description should be signed, the teacher retaining one and the Headteacher the other.

a. Data Protection

- Work within the requirements of Data Protection at all times

b. Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

c. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

3. Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed:..... Date:.....