

Assistant Headteacher for Maths and Numeracy: L 11-15

Job Description & Person Specification

The Latin motto of the Marden High School community is **Carpe Diem!**

Which means: "Rejoice...seize the day; live life to the fullest; make the most of what you have."

So we will:

- Put the learning and progress of students first
- Inspire them to be happy, healthy, confident, unique and tolerant individuals who flourish and achieve
- Guide all of them to fulfil their potential academically, socially and spiritually
- Promote their responsibility and resilience, diligence and determination, independence and enterprise
- Encourage their originality and creativity
- Care for them in a safe and equal environment

We expect all educators at Marden to:

- Be committed to raising standards and continuous improvement
- Help fulfil the Every Child Matters outcomes
- Relate well to our students
- Put student needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be team players
- Communicate well
- Be positive and cooperative, especially in times of change
- Review what they do regularly
- Be punctual

...and always to support, implement and develop our House Style of teaching.

Quality Standards for Our Senior Leadership Team

- A** Senior leaders have an unrelenting focus on improving all standards and are recognised by the staff as the champions of good and outstanding practice.
- b.** Senior leaders display and communicate an unrelenting commitment to bringing out the best in staff through support and challenge, providing solutions where and when they are needed.
- c.** Senior leaders provide quality time and resources for staff reflection and sharing of good and outstanding practice where and when they are needed.
- d.** Senior leaders ensure that accurate self evaluation, including data analysis, is used intelligently to inform positive impact at individual teacher and pupil level.
- e.** Senior leaders understand, apply and share the principles of effective leadership in their drive for continuous improvement.
- f.** Senior leaders understand and apply effective methods by which change is led, managed and communicated and can take staff with them.

Our Senior Leadership Team Protocol

We

- put the students first
- prioritise learning and progress
- are exemplary in following policy and practice
- communicate with and support each other
- show team solidarity at all times
- observe confidentiality
- are on time
- keep our side of the agreement
- give thanks and praise when they are due
- are up front when jobs are not done well
- are highly visible

What the Assistant Headteacher for Maths and Numeracy Will Do

Your roles and responsibilities:

- Promote the highest possible standards of achievement in maths
- Ensure that students achieve or exceed their targets in maths
- Raise the quality of curriculum and teaching by defining and implementing appropriate improvement targets in maths
- Lead, manage and develop staff and visitors who contribute to teaching maths and numeracy
- Lead an additional area of whole school responsibility (to be negotiated after a settling in period)

At Marden we believe that an effective curriculum leader:

- Makes decisions for one reason: LEARNING
- Takes responsibility for what happens in the subject
- Knows what is happening in the subject
- Knows what needs improving
- Creates a culture where teaching and learning come first
- Leads staff through a combination of support and challenge
- Sets a professional example

As Assistant Headteacher for Maths and Numeracy, your department must have:

- clear, written aims, plans and objectives
- an agreed Raising Achievement Plan
- agreed schemes of work which include all students
- an agreed SEF evaluating strengths and weaknesses
- high quality assessment and feedback
- clear, simple records on pupils' progress
- analysis of standards and how well different groups are doing
- regular, minuted meetings
- planned professional development
- well deployed resources, including support staff
- plentiful, accessible and high quality resources, often available on the learning platform

Key Criteria	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Relevant university degree • Substantial recent training in relevant areas 	<ul style="list-style-type: none"> • Good honours degree in maths • Training in leadership • Frequent training in teaching and learning 	Application
Experience	<ul style="list-style-type: none"> • Objective data based evidence of leading or co-leading a significant improvement in final outcomes at GCSE at subject level • Objective evidence of the use of high quality data analysis in impacting on and improving learning and progress • Participation in a successful initiative to improve teaching and learning • Excellent track record as a highly effective head of maths or second in maths 	<ul style="list-style-type: none"> • Objective data based evidence of leading a significant improvement in final outcomes at GCSE at subject level over a period of at least 3 years 	Application/ references
Competence	<ul style="list-style-type: none"> • Clear understanding of the impact good Maths teaching has on personal and academic development • Good/outstanding standard of classroom practice, evidenced by lesson observations and pupil data • Effective monitoring and evaluation • Ability to lead strategic planning at subject level • High level of understanding of teaching and learning and AFL • Ability to help create simple, effective systems which aid consistency • Very effective time management and organisational skills • High level of skill in behaviour management • Good level of ICT literacy • Very effective communication in speech and writing • Good understanding of safeguarding 	<ul style="list-style-type: none"> • Ability to participate in strategic planning at subject and whole school level • Delivery of high quality staff training 	Application/ lesson observation/ presentation/ interview
Personal qualities	<ul style="list-style-type: none"> • Core values are consistent with those of Marden High School • Passionate about maths • Positive attitude, even at times of change and challenge • Flexibility • Team player • Insightful • Reflective 	<ul style="list-style-type: none"> • Prepared to "go the extra mile" • Aspires to senior whole school responsibility 	Interview/ presentation/ references
Other requirements	<ul style="list-style-type: none"> • Good record of attendance and punctuality • Smart appearance 		Interview/ references

