

<b>JOB DESCRIPTION</b>	
<b>Role</b>	<b>Assistant Headteacher for Mathematics Job Description</b>
<b>Reports to</b>	Headteacher
<b>Grade</b>	L6 to L10
<p>The job description encompasses the statements below. Members of staff should be willing to undertake any other tasks which the Headteacher reasonably requires.</p> <p>This job description will be reviewed annually. Any changes will be negotiated to meet the needs of the school.</p>	
<b>With the Headteacher</b>	<ul style="list-style-type: none"> <li>• Provide strategic vision, leadership and direction to drive the school's development plan and ensure this is translated into successful action.</li> <li>• Ensure that the vision and ethos of the school are clearly articulated, understood, shared and practised by the whole school community.</li> <li>• Promote and maintain high standards of teaching and learning through effective leadership and management of staff, pupils and resources across the school in mathematics.</li> <li>• Lead change and innovation.</li> <li>• Ensure strategic planning takes into account the diverse needs within the school and the local community.</li> <li>• Lead and manage objectives and policies that will ensure school improvement in mathematics.</li> <li>• Maintain and develop strong partnerships with the governing board, parents and carers and the wider community.</li> </ul>
<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Promote and secure high standards of attainment and progress in mathematics throughout the school.</li> <li>• Promote engagement with learning and pride in achievement for both staff in team and pupils.</li> <li>• Create a supportive, stimulating and inspiring mathematics learning environment.</li> <li>• Promote creativity and innovation through a rich mathematics curriculum.</li> <li>• Monitor and evaluate the quality of teaching and learning of mathematics across the school.</li> <li>• Set challenging standards and targets for improvement.</li> <li>• Review and evaluate the mathematics curriculum provision and ensure it meets the needs of all the children.</li> <li>• Monitor progress and achievement in mathematics throughout the school.</li> <li>• Use assessment data to raise standards.</li> <li>• Ensure effective support systems are in place and matched to the needs within the school.</li> <li>• Expect high standards of display, classroom organisation and work presentation.</li> <li>• Promote equal opportunities, challenging any prejudices or stereotyping.</li> <li>• Secure high standards of behaviour, attendance and punctuality.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Contribute significantly towards an environment within which all staff can thrive and develop.</li> <li>• Treat all staff fairly and with respect and expect the same of others.</li> <li>• Be accessible and communicate effectively.</li> <li>• Lead, inspire, motivate and encourage all staff to commit to the shared vision for the school.</li> <li>• Have high expectations for self and others.</li> <li>• Set personal targets and regularly review one's own practice.</li> <li>• Be responsible for the performance management of teachers and teaching assistants.</li> <li>• Facilitate staff in their own professional development, including leading staff training.</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Value all pupils as individuals and treat them fairly and with respect.</li> <li>• Promote standards of behaviour where any form of bullying or harassment is unacceptable.</li> <li>• Ensure a whole-school experience for the educational, spiritual, moral, social, emotional and cultural needs of pupils.</li> <li>• Monitor all aspects of school life and the progress and achievement of pupils to ensure equality of opportunity and treatment.</li> </ul>

## PURLEY OAKS PRIMARY SCHOOL

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<b>Safeguarding and Promoting the Welfare of Children</b>	<ul style="list-style-type: none"> <li>• Be conversant with the child protection and safeguarding policies and procedures of the LA, the school, and the statutory regulations and promote these amongst the school community and partner organisations.</li> <li>• Ensure children know to whom they can turn if problems arise with their peers or with any adult.</li> </ul>
<b>Parents and Carers, School Partners and the Wider Community</b>	<ul style="list-style-type: none"> <li>• Maintain and develop a school culture and curriculum which reflects the richness and diversity of the school and wider community.</li> <li>• Ensure that parents and carers are well-informed about the maths curriculum and know how to support their children.</li> <li>• Maintain and establish partnerships with other maths leaders.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• Manage a budget, ensuring that there are sufficient resources to support the teaching and learning of maths.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Provide analysis, information, objective advice and support which will enable the Governing Board to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and value for money.</li> </ul>
<b>Green Statement</b>	<ul style="list-style-type: none"> <li>• Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.</li> <li>• Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.</li> </ul>
<b>Customer Care</b>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to the council's Customer Care Policy.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Every employee is responsible for their own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>
<b>To contribute as an effective and collaborative member of the School Team</b>	<ul style="list-style-type: none"> <li>• Participate in training to be able to demonstrate competence.</li> <li>• Participate in first aid training as required.</li> <li>• Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>• Championing the professional integrity of the School service.</li> <li>• Supporting Customer Focus, Best Value and electronic management of processes.</li> <li>• Actively sharing feedback on School policies and interventions.</li> </ul>