



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

JOB DESCRIPTION

Assistant Director of Mathematics

Responsible to: Director of Mathematics Learning Community. Exact responsibility for TLR to be negotiated with successful candidate.

SECTION 1 - GENERAL TEACHING DUTIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

Learning & Teaching

1. To manage student learning through effective teaching in accordance with the Mathematics Learning Community's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including challenging our students) to match curricular objectives to the range of student needs, and ensure equal opportunity for all students.
4. To set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning, and to encourage students to take responsibility for their own learning.
5. To work with SEN staff and support staff (including prior discussion and joint planning), in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the Mathematics Learning Community to improve the quality of learning and teaching.
7. To set high expectations for all students, to deepen their knowledge and understanding, and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure and promotes their self-esteem.
9. To consider the needs of all students within lessons (and to implement specialist advice) especially those who:
 - have SEN;
 - are high attainers;
 - are not yet fluent in English.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge, in line with the whole school policy.
2. To contribute towards the implementation of learning plans, as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets.

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

Hednesford Road, Cannock, Staffordshire WS11 1JT Tel: (01543) 502450 Fax: (01543) 577528

Website: www.cannockchasehigh.com E-mail: headteacher@cannockchase-high.staffs.sch.uk

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

3. To assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. To keep an accurate register of students for each lesson.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards & Development

1. To be a role model to students through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the School and Learning Community handbooks, and support all the school's policies.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the school's performance appraisal process.
8. To liaise effectively with parents/carers and with other agencies with responsibility for students' education and welfare.
9. To undertake any reasonable task, as agreed with the Director of Learning Community.
10. To be familiar with the current SEND Code of Practice.
11. To carry out any reasonable professional duties, as directed by the Headteacher.

N.B: Every subject teacher will be expected to have pastoral responsibilities.



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Person Specification Assistant Director of Mathematics

Factors	Essential/ Desirable	Measured by
Qualifications		
Graduate with relevant subject degree. Qualified Teacher Status. Evidence of appropriate CPD related to learning and teaching.	Essential Essential Essential	Application Form.
Evidence of appropriate CPD related to leadership and management.	Desirable	
Knowledge and Skills		
Knowledge of current and new national curriculum developments. Understanding of effective assessment strategies and how to use these to support planning and ensure student progress. Knowledge of a range of pedagogical approaches to cater for different learner needs and ensure that all students are challenged and engaged. Knowledge and understanding of strategies for promoting positive relationships with students and effective behaviour management techniques. Experience of relevant KS4	Essential Essential Essential Essential Essential	Application Form, Lesson Observation and Interview.
Ability to use and understand assessment data to inform effective intervention strategies. Experience of relevant KS5 teaching.	Desirable Desirable	
Personal Attributes		
Self-motivated with an ability to use own initiative. Effective interpersonal and social skills. Self-reflective and willing to scrutinise own practice. Full commitment to safeguarding children and young people. High expectations of oneself and of others.	Essential Essential Essential Essential Essential	Application Form and Interview.
Resilience. High levels of emotional intelligence. Prepared to go the 'extra mile' for our students. Potential for promotion.	Desirable Desirable Desirable Desirable	

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