

Harrow High School  
Job Description

**Post:** Deputy Head of Maths  
**Salary Range:** Teachers' Pay Scale (Main or Upper)  
**Allowance:** TLR2c  
**Responsible to:** Head of Department

**1. Purpose of the Job**

The job exists to ensure high quality teaching and learning, planning, CPD and self-evaluation activities lead to outstanding provision in the subject area, enabling learners to enjoy, achieve and make a positive contribution.

**2. Responsibilities**

Line management of identified staff in the subject team under the direction of the AHT maths.

**3. Working time and Conditions**

- These will be as specified in the latest School Teachers' Pay and Conditions Document.
- The post holder will continue to meet, maintain, and build upon, as appropriate:  
The National Standards for QTS as laid down by the Training and Development Agency, relating to:
  - a) Professional values and practice
  - b) Teaching
  - c) Knowledge and understanding
- The Induction Standards, as appropriate
- The Threshold Standards, as appropriate  
(Please see [www.tda.gov.uk](http://www.tda.gov.uk))

**3. Accountabilities**

- Deliver consistently good or better lessons to ensure the highest levels of progress and attainment for learners in your classes
- Develop schemes of work that engage learners across the subject area leading to excellent levels of attainment and progress
- Work with the Head of Faculty to develop excellent teaching and learning in all maths lessons drawing up a wide range of pedagogical techniques
- Maintain an overview of learners' progress and achievement in maths using analysis of learner performance data to contribute to the development and implementation of intervention programmes
- Implementing the functional skills agenda through collaborative work with colleagues in English department
- Demonstrate the highest expectations of staff and learners, establishing and maintaining a 'can do' culture within the maths team
- Contribute to the creation and implementation of an annual Maths Development Plan, regularly monitoring and evaluating its impact on learners' progress
- Implement school policies and procedures in relation to the continuous improvement of learners' attitudes to learning, punctuality and attendance

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- Take full part in whole school Self Evaluation procedures and monitor, evaluate and review (MER) impact.
- Secure implementation of Behaviour for Learning policy to ensure highest standards of behaviour, punctuality and attendance in lessons
- Work with the Head of Faculty to produce and implement an annual, needs led Training Plan for the team aligned to whole school priorities
- Monitor and evaluate the impact of the team's Training Plan on learners' progress and achievement, reviewing action forward regularly
- Undertake half - termly, formal line management meetings with some teachers in the team to provide a clear direction and delegation of work, providing support to ensure colleagues reach performance management objectives
- Undertake concerns meetings, where necessary, and share information with line managers and performance management reviewers where there are concerns about the progress, attainment, personal development and well-being of learners
- With the Head of Faculty fully appraise the maths team and keep them updated on policy development so they can effectively implement new initiatives
- Make a significant and consistent contribution to the achievement of SIP and faculty development targets
- To be a member of a year team and, if required, a form tutor carrying out the associated responsibilities

#### 4. **Other Specific Duties**

- To undertake duties as specified by the headteacher not mentioned in the above
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description

*The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.*