

MATHEMATICS DEPARTMENT
DEPUTY HEAD OF MATHEMATICS WITH RESPONSIBILITY FOR KEY STAGE 4
(TLR 2C)

JOB PURPOSE

- To support the Head of Department in leading and developing curriculum provision to ensure high standards of teaching and learning are maintained in accordance with the aims and policies of the school.
- To lead curriculum development and manage staff and resources at Key Stage 4 Mathematics.
- To maintain high standards for attainment at Key Stage 4 GCSE Mathematics.

KEY ACCOUNTABILITIES

Responsible to the Head of Department – Mathematics

1. Directly responsible to the Head of Department, sharing research-informed best practices and strategies to achieve the highest standards of teaching and learning within the department.
2. To support and assist departmental colleagues in the active implementation of school policies, for example on behaviour, inclusion, performance management and health and safety.
3. To assist the Head of Department in developing and monitoring the Departmental Development Plan to ensure alignment with the School Development Plan.
4. To be responsible for researching, developing, and evaluating the ongoing Schemes of Work and sharing resources.
5. To develop annual teaching and learning route maps for both Higher and Foundation Tiers.
6. To ensure that Key Stage 4 Schemes of Work provide sufficient challenge for the highest-achieving pupils and fully prepare them for A Level Mathematics.
7. To provide leadership, guidance, and professional development for all teachers delivering Key Stage 4 GCSE Mathematics.
8. Monitor student performance and complete Key Stage 4 RAMs, providing detailed analysis and recommendations to the Head of Department. Develop and implement evidence-based strategies to raise attainment and ensure high standards of student progress in public examinations.
9. Ensure the effective operation of assessment, recording, and reporting systems, including the creation and administration of Year 11 Pre-Public Examination papers, mark schemes, and end-of-topic tests.
10. To create and maintain Pre-Public Examinations Pupil Progress trackers.
11. To monitor the setting, quality, and marking of homework for Key Stage 4, ensuring it sustains student progress and deepens learning. Conduct learning walks, lesson observations, and contribute to book scrutiny.
12. To develop and enhance tutor activities for Year 10 and Year 11 in GCSE Mathematics.

13. To actively lead intervention strategies for underperforming students, including the preparation and delivery of pre-examination warm-up and revision sessions.
14. To collaborate with the Key Stage 3 Maths postholder to review and quality assure the Year 9 Transition Scheme of Work, ensuring a smooth progression from Key Stage 3 to Key Stage 4.
15. To ensure the department is stocked with appropriate textbooks and resources to deliver the curriculum at Key Stage 4, including resources for students.
16. To deputise for the Head of Department in his/her absence.
17. To provide support and mentoring to ITT students.
18. To lead the UKMT Mathematics challenges at Key Stage 4.
19. To be responsible for the setting of cover work when a member of staff is absent.
20. To carry out any other associated tasks that may reasonably be required by the Head of Department.
21. To follow all safeguarding procedures and complete training as required.

This Job Specification may be re-negotiated if the needs of the department change in the future