



Mathematics

Post: Assistant Leader Mathematics
Responsible to: Mathematics Leader, Mr S Howarth

- Purpose:**
- 'Raise the bar' in terms of the quality of provision and attainment in Mathematics.
 - Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the College and policies determined by the Governing Body and Principal.
 - Act as leader for part of the curriculum area (to be discussed at interview).
 - Develop and enhance the quality of teaching practice of others.
 - Monitor and support the overall progress and attainment of students as a Manager within the curriculum area and as a Form Tutor.

Main (Core) Duties:

- Operational/
Strategic
Planning:**
- Lead the development of appropriate syllabi, resources, schemes of work and to contribute to the development of marking policies, assessment and teaching strategies in the department where appropriate.
 - Day to day management, control and operation of an area as agreed with Maths Leader.
 - Assist in monitoring and following up student progress.
 - Assist the production, monitoring and evaluation of the Department Improvement Plan.
 - Work with colleagues to formulate aims and objectives for the subject/programme, which have coherence, relevance to the needs of the students and aims and objectives of the College.
- Curriculum
Provision:**
- Liaise with the Mathematics Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective programme that complements the College's strategic objectives.
- Curriculum
Development:**
- Support curriculum development within Mathematics.
 - Keep up to date with national developments in Mathematics and teaching practice and methodology.
 - Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Staff
Development**
- Work with the Maths Leader to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.
 - Contribute to monitoring and evaluation procedures.
 - Promote teamwork and motivate staff to ensure effective working relations.
 - Ensure effective and efficient deployment of classroom support.

COWLEY INTERNATIONAL COLLEGE

Principal: Mr C Sheeran

Hard Lane, St Helens, Merseyside, WA10 6PN Tel: 01744 678 030 Visit: cowleyinternationalcollege.co.uk



ACHIEVING THE HIGHEST STANDARDS TOGETHER

Quality Assurance	<ul style="list-style-type: none">• Assist in the process of target setting within Mathematics and develop strategies towards achieving them.• Help establish common standards of practice and develop the effectiveness of teaching and learning styles.• Implement College quality procedures and to ensure adherence to those within the subject area.• Participate in monitoring and evaluation of Mathematics in line with agreed College procedures including evaluation against quality standards and performance criteria.• Seek/implement modification and improvement where required within the subject area.
Management Information:	<ul style="list-style-type: none">• Ensure maintenance of accurate and up to date information concerning Mathematics on the management information system.• Assist in the use of analysis and evaluation of performance data.• Assist in the production of reports within the quality assurance cycle.• Assist in the production of reports on examination performance.• Assist in the identification of exam entries with the subject area.
Communication:	<ul style="list-style-type: none">• Ensure effective communication as appropriate with the parents of students.• Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
Marketing and Liaison:	<ul style="list-style-type: none">• Contribute to the development of effective links with partner schools and the community, attending where necessary at liaison events in partner schools and the effective promotion of Mathematics at Open Evenings and other relevant events.
Management of Resources:	<ul style="list-style-type: none">• Promote the development of effective links with external agencies.• Identify resource needs and ensure the efficient and effective use of physical resources.• Co-operate with other subject areas to ensure a sharing and effective use of resources to the benefit of the College and the students.• Safeguard the assets of the College.
Guidance:	<ul style="list-style-type: none">• Monitor and support the overall progress and development of students within the subject area.• Monitor attendance, progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and appropriate action is taken where necessary.• Implement the Code of Behaviour to enable learning to take place.
Teaching:	<ul style="list-style-type: none">• Undertake an appropriate programme of teaching in accordance with the School Teachers' Pay and Conditions.• Ensure all lessons are stimulating and accessible to all our students.• Take account of students' prior level of attainment and use them to set targets for future improvement.• Adopt most appropriate strategies to meet student learning needs, which should wherever possible reflect the opportunities provided by specialist status.

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Additional Duties:

- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the college's Code of Behaviour.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.
- Promote good attendance and monitor in accordance with the college's Attendance Policy and Procedures.
- Provide a stimulating environment by taking responsibility for the assigned teaching space and all equipment.
- Play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Participate in all aspects of training and development.
- Comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.
- Communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the post holder. Monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
- Comply with the Council's/College's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- Be responsible for the implementation of the Council's/College's Human Resource policies and procedures including Employee Relations, within the remit of the post.
- Comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.
- This post is subject to Disclosure.
- Be responsible for safeguarding and promoting the welfare of children.
- The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder at the appropriate time.