

Post: Deputy Head of Mathematics

Responsible to: Head of Mathematics

- Support the Head of Mathematics in the organisation of the department and deputise for Head of Mathematics when needed.
- Chair maths department meetings in the absence of the Head of Department.
- Share in the supporting of teachers and seeing students as part of the A4P system.
- Coordinate and plan observations for PGCE students and other visitors
- Complete professional reviews for members of the Mathematics department as required.
- Carry out Faculty Lesson Observations.
- Manage Peer Observation process within the department, and coordinate feedback.
- Monitor completing of progress reviews
- Plan and prepare for open evening events
- Support HoS in managing the departmental Google Classroom and Google site.
- Oversee the collation and filing of all A level maths resources, e.g. exam and copying of test papers.
- Be responsible for managing other resources within the department, e.g. staff copies of textbooks, A level preparation booklets, mini-whiteboards etc.
- Prioritise the safeguarding of all students and participate in training on safeguarding matters
- Contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other duties as reasonably required by the Head of Subject.

Simon Woods
Head of Mathematics
April 2024