

TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Assistant Subject Leader – Mathematics
Job Holder:	
Line Managed By:	Subject Leader Mathematics
Date:	September 2025
TLR:	TLR 2a
Job Purpose Support the Subject Leadership of Mathematics by providing effective leadership of mathematics, ensuring outstanding teaching and learning, student attainment and progress, and efficient use of resources.	
Key Areas of Impact <i>The Assistant Subject Leader of Mathematics will support the subject leadership of Mathematics in the following areas:</i> Strategic Direction: <ul style="list-style-type: none">• Promote mathematics, highlighting its importance and value across the School.• Assess how well the curriculum is being delivered and the impact it has on student progress and achievement.• Use these insights to inform the Subject Development Plan and contribute to action plans.• Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values.• Liaise with external organisations and groups such as IB cluster networks. The Curriculum: <ul style="list-style-type: none">• Ensure curriculum provision and development embeds MYP and IBDP pedagogy and principles.• Collaborate with the MYP and DP Coordinators to ensure that the curriculum supports a 7-year inquiry-driven curriculum.• Collaborate with the MYP Coordinator to support the Interdisciplinary and Community Engagement experiences for students in Years 7-9.• Ensure unit plans and schemes of work are current, enhance learning, are sequenced to promote progress, develop the skills outlined in the learner profile and signpost opportunities for Community Engagement.• Ensure the planned curriculum is effectively and consistently implemented.• Establish an effective system of assessment that promotes student progress and ensures the curriculum has a positive impact on learning.• Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND).	

- Promote Careers Education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.

Teaching and Learning:

- Ensure outstanding learning, teaching, progress and achievement.
- Establish consistent standards and practices to develop outstanding teaching and learning.
- Support a coherent curriculum enrichment experience.
- Fully embed assessment for learning.
- Ensure teaching strategies are adaptive to meet the learning needs of all students.
- Monitor and evaluate individual student progress.
- Develop and lead intervention strategies to challenge underachievement.
- Collaborate with others as required, for example planning, delivering and assessing interdisciplinary provision.
- Fully comply with Health and Safety requirements.

Leading and Managing Staff:

- Create, maintain and enhance effective relationships for example through regular meetings and clear communications.
- Oversee and manage the effectiveness of staff in meeting the requirements of their roles and professional standards.
- Take responsibility for the performance management of staff.
- Assist in the recruitment of staff.
- Ensure the effective induction of new staff.

Quality Assurance:

- Monitor and evaluate standards of teaching, learning and curriculum provision.
- Challenge underperformance, set and monitor targets for improvement.

Resource Management:

- Monitor and control the use of resources as delegated by the Subject Leader
- Secure and allocate resources to support student achievement

Knowledge & Skills:

Assistant Subject Leaders should demonstrate knowledge and understanding of:

- Outstanding teaching and learning
- IB curriculum continuum
- IB learner profile
- IB standards and practices
- TGS Teaching and Learning policy
- TGS Assessment and Reporting policy
- Rigorous monitoring evaluation and review processes
- Planning and management of change
- Effective curriculum design
- Effective use of digital technology
- Financial planning and management

Additional Duties:

- Play a full part in the wider life of the school community, to support the school ethos and to encourage staff and students to follow this example.
- Actively lead and encourage others to follow school policy.
- Commit to continuous professional development of self and others.
- Actively engage in the performance appraisal review process.
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

Personal Qualities:

Self awareness

Emotional self awareness
Accurate self assessment
Self-confidence

Social Awareness

Empathy
Organisational awareness
Service awareness

Self management

Emotional self-control
Integrity
Adaptability
Achievement orientation
Initiative
Optimism

Relationship management

Developing others
Influence
Conflict management
Team work and collaboration

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by post holder:

Signed by Head Teacher: