



# LISTON COLLEGE

## Assistant to the HOD Mathematics

### Job Description - 2019

#### Mission Statement of Liston College

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As an Assistant to the HOD, you are an important member of the Liston College community.

You are responsible for the effective management of the Curriculum, Assessment and Evaluation of programmes at the Year 7-9 levels.

**Responsible to:**                      **The Head of Department**

**Management Unit:**                **1**

**MMA**                                      **1**

Key Tasks	Performance Indicators
1. Special Character	<ul style="list-style-type: none"> <li>• Supports the Special Character of the college as outlined in our Mission Statement.</li> </ul>
2. Management of Curriculum, Assessment and Evaluation	<ul style="list-style-type: none"> <li>• Ensures that a teaching programme catering to the needs of all learners is prepared in liaison with the Head of Department at the Y 7-9 level.</li> <li>• Ensures that the teaching programmes are updated and reviewed regularly.</li> <li>• Assists in the preparation of appropriate assessment material at the Year 7-9 level.</li> <li>• Reviews and update assessment material regularly.</li> <li>• Ensures that the Year 7-9 test and exam papers are prepared in a timely fashion.</li> <li>• Collects assessment data for Year 7-9.</li> <li>• Analyses assessment data and reports the findings to the Principal and HOD.</li> <li>• Puts in place strategies aimed at improving the achievement of students: <ul style="list-style-type: none"> <li>➤ At risk of failing</li> <li>➤ Priority Learners</li> </ul> </li> </ul>
3. Resource Management	<ul style="list-style-type: none"> <li>• Develops appropriate teaching resources at the Year 7-9 level.</li> <li>• Develops systems that reflect good Resource Management at Years 7-9.</li> </ul>
3. General	<ul style="list-style-type: none"> <li>• Assists and deputises for the HOD when required.</li> <li>• Liaises and meets regularly with the Head of Department.</li> <li>• Liaises and meets regularly with the Year 7-9 teachers.</li> <li>• Assists with Appraisal of teachers in the department as required.</li> <li>• Organises appropriate professional development activities for the Year 7- 9 staff as required or liaises with PD Coordinator re:appropriate Professional Development.</li> <li>• Attends relevant Professional Development programmes</li> <li>• Participates constructively in Performance Management.</li> </ul>

