



Core Purpose

Accountable to: Head of Maths

The main duties and responsibilities of this TLR are described below:

Working closely with the Head of Mathematics, deputising and taking responsibility for a curriculum area.

Co-ordinating Provision

- To lead a curriculum area to ensure high standards of teaching and learning, academic attainment and progress for all students within that area including implementation of new practices and strategies in line with relevant national initiatives or policy and any changes in curriculum.
- To help develop the Team Development Plan and to support the implementation.
- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress, promoting the sharing of good practice amongst the department and excellent subject teaching.
- To contribute to the review and implementation of quality assurance systems, including regular lesson observations, learning walks and monitoring of marking.

Assessment and monitoring progress

- To process Tracker data for different year groups, especially after mock and end of year exams.
- To monitor and evaluate the progress of students designated SEN and PP, using the school's Tracker system and working with the school pastoral team and learning support.
- To review students targets with the HoD.
- To assist the Head of Department in coordinating settings.

Other departmental roles

- To contribute to the coordination and implementation of the department's enrichment/STEM curriculum, including extra-curricular activities.
- To ensure the smooth running of Maths competitions throughout the year.
- To support the development of the use of ICT within the department. In particular, helping to maintain and develop Maths websites.
- To undertake performance management in line with school-wide practice.
- To support staff training and professional development, including working with the Head of Department to organise and deliver departmental INSET.
- To participate in year 11 options evening and help promote maths A-level to students and parents.
- To help the HOD communicate to parents about students queries or performances.
- To ensure relevant resources such as textbooks and stationery are available throughout the department.
- To ensure that the Maths shop is running regularly.
- To help with the transition test for L6 and to maintain the transition website.
- To ensure that calculators and other materials are available for PP students and sixth form students.
- To help teachers ensure their A-level classes have the book credentials for ActiveLearn.



- To deputise for and support the Head of Department in his/her role and undertake reasonable tasks requested.

U6 OM Coordinator

- To coordinate the tests for U6, coordinate the marking of tests to ensure fairness, and finalise grades. To be responsible for retakers and the coordination of late tests.
- To maintain the Sow for U6 and liaise with the KS5 coordinators for any changes needed.
- To communicate with parents regarding any concerns or queries they may have about students' performance for U6OM.
- To organise revision sessions for U6.
- To organise timetable changes for the 5th hour for year 13.
- To maintain the U6 revision websites.

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.