



## **Academic Director of Mathematics**

### **JOB DESCRIPTION**

English Teachers at Magna Academy shall carry out the professional duties as described in the School Teachers Pay and Conditions document.

Teachers are directly accountable to their Department Head. They contribute to the educational success of their Department within the overall framework of the Aspirations Academies strategic plan as well as the individual Magna Academy Poole strategic plan. Teachers are responsible for contributing to the effective day to day operation of their Department, whilst fully supporting the Department Head to ensure an effective educational provision.

**Salary:** Highly Competitive Salary, Leadership Scale 6-10 (£53,380-£58,959)

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Main Aspects of the role:**

- Carry forward the Aspirations vision
- Drive the continuous and consistent trust-wide focus on raising achievement and improving student outcomes
- Ensure the Aspirations framework is embodied in every aspect of the academy
- Lead the development of the Maths curriculum, teaching and learning – aiming to ensure that it is of the highest quality at all times
- Lead the established Maths curriculum, ensuring students have access to the most competitive Further Education courses
- Contribute to the capacity of the Maths team by undertaking a developmental, specified leadership role within the department

### **Purpose**

- To maintain high standards of student attainment and achievement within the Maths curriculum area and support student progress
- To be accountable for student progress and development within the curriculum area across KS3, KS4 and post 16, including meeting student attainment targets
- To develop and enhance the teaching practice of others
- To implement and deliver an appropriately ambitious, varied, balanced, relevant and highly challenging Maths curriculum for students
- To be accountable for leading, managing and developing the Maths curriculum area
- To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth

**Responsible for:**

- Teaching staff, other relevant personnel and students within Maths

**Operational and Strategic duties:**

- To assist in the development of appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in the subject area
- To monitor and support the overall progress and development of students as a teacher/form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth
- To attend all appropriate meetings
- To ensure effective behaviour for learning is evident throughout the department
- To effectively and efficiently manage and deploy teaching/support staff, financial and physical resources across the subject area
- To keep an overview and ensure that an effective numeracy across the curriculum programme is maintained for raising the standards of numeracy across the academy
- Ensure appropriate quality of monitoring, assessment, recording and evaluation of student progress and performance
- To be responsible for operational and strategic planning, including rigorous self-evaluation and review of subject area performance, formulating the subject and department improvement plans
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the academy's Health and Safety Manager

**Curriculum Duties:**

- To liaise with Senior Leadership Team (SLT) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the vision of the academy
- To assist the Senior Leadership Team (SLT) to ensure that the curriculum area provides a range of teaching which complements the academy's strategic objectives
- Lead by example as a teacher, and as a leader, achieving high standards of student attainment and progress, behaviour and motivation through demonstration of excellent mathematical skills and analytical thinking alongside solid instruction and therefore being a role model for the department
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's aim and strategic objectives
- To keep up-to-date with national developments in the curriculum area, teaching practice and methodology

**Staff Development Responsibilities:**

- To take part in the academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods

- To engage actively in the Performance Management Review process and implement the department's quality assurance procedures, challenging all under performance when required
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the academy

#### **High Standards Maintenance:**

- To help to implement academy quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed academy procedures, including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To review from time-to-time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy

#### **Management Information Responsibilities:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning
- To support the subject coordinator in monitoring data and progress across the team

#### **Managing Effective Communications:**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the academy
- To follow agreed policies for communications in the academy
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

#### **Resource Management:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Assistant Principal to identify resource needs and to contribute to the efficient/effective use of physical resources
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, subject area and the students

#### **Student Support Duties:**

- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole
- To liaise with the Assistant Principal and Head of House to ensure the implementation of the academy's pastoral system
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of action plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and Citizenship and enterprise according to academy policy
- To apply the behaviour management systems so that effective learning can take place

### **Teaching Duties:**

- To undertake an appropriate programme of teaching in accordance with the teachers standards
- To plan and prepare course and lessons
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, the subject area and academy procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

### **Other Duties**

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the academy's corporate policies
- To comply with the academy's health and safety policy and undertake risk assessments as appropriate
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters.

### **Special Conditions of Service**

- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

## Person Specification:

Assessed at application stage (A) Assessed by the Recruitment Process (R)

Criteria	Essential	Desirable
<b>Knowledge and Qualifications</b>		
Degree or equivalent	A	
Qualified Teacher Status	A	
Middle Leadership Professional Qualification		A,R
<b>Skills</b>		
Successful teaching experience up to and including GCSE (and A-Level ideally)	A,R	
Successful teaching experience at A level		A,R
Experience of leading and managing a team		A,R
Evidence of team work and supporting colleagues effectively	A,R	
Experience of successful organisation and administration	A,R	
Experience of curriculum management issues	A,R	
Strong ICT skills	A,R	
Good organisational skills	A,R	
Ability to work as a member of a team	A,R	
Leadership skills	A,R	
<b>Abilities</b>		
Knowledge of curriculum developments related to the post	A,R	
Ability to communicate effectively with different audiences, orally and in writing	A,R	
Ability to use recent developments to inform own and others practice	A,R	
Good understanding of how children learn and how to raise standards of achievement	A,R	
Ability to interpret and act on a wide range of key data	A,R	
To support the continuing professional development of colleagues including their own	A,R	
<b>Behaviours/Attitude</b>		

A passion for education and making a difference	A,R	
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The ability to command respect from colleagues, parents, governors and the local community	A,R	
Excellent attendance and punctuality record	A,R	
Energy, enthusiasm, commitment, integrity, good sense of humour	R	
Prepared to listen to others and share ideas	R	
Developing successful relationships with pupils, staff, parents and Governors	A,R	
Work well under pressure	R	
<b>Knowledge</b>		
Has a current clear DBS	A	
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	