

Assistant Curriculum Leader - Mathematics

Job Purpose	Assist the Curriculum Leader in the day to day management of the curriculum area in order to ensure high standards of teaching and learning are delivered.
Accountable to:	The Curriculum Leader
Responsible for:	<p>You are responsible for the work of any staff assigned specifically to your area.</p> <ul style="list-style-type: none"> • A key identified area within Mathematics (to be agreed)
Accountabilities (in addition to those required of a qualified teacher)	<p>1. Management of Others</p> <ul style="list-style-type: none"> a) Manage examination entries and curriculum area allocations. b) Chair curriculum area meetings in the absence of the Curriculum Leader. c) Monitor the work of any [support staff and TAs] assigned to your area and carry out their annual performance management.
	<p>2. Teaching and Learning</p> <ul style="list-style-type: none"> a) Exemplify in own practice the skills of teaching and learning typified by lead professionals in order to serve as a consistently good role model for others. b) Contribute to the writing and review of schemes of work on the agreed school pro-forma. c) Assist with the monitoring of classroom practice to ensure high standards are maintained. d) Keep up to date with developments in subject areas and disseminate to other teachers in the curriculum area. e) Ensure that up to date, attractive and informative displays are maintained. f) Help to establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all relevant curriculum areas. g) Observe lessons and give feedback, advice and support to subject colleagues. h) Liaise with absent staff and ensure appropriate work is available to cover staff.
	<p>3. Extra-Curricular Activities</p> <ul style="list-style-type: none"> a) Actively promote interest in the subjects outside of the immediate physical and timetabled confines of the curriculum areas.
	<p>4. Monitoring of Student Progress and Attainment</p> <ul style="list-style-type: none"> a) Ensure the maintenance of accurate and up-to-date information concerning the relevant subject area on the management information system. b) Use data to celebrate high achievement and significant progress, to monitor under-achievement and to set targets for attainment which are challenging and which are based on fully understood criteria. c) Produce reports on examination performance, including the use of value-added data. d) Monitor students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate interventions are implemented where necessary. e) Lead on the evaluation of the impact of interventions and to ensure they continue

	<p>to impact on student progress.</p> <p>f) Assist in the implementation of the Behaviour for Learning in the subject areas so that effective learning can take place.</p>
General requirements	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a) Work towards and support the school vision and the current school objectives outlined in the School Action Plan. b) Attend school events and activities as required by the Headteacher. c) Represent the school at external meetings and other events as required. d) Contribute to the school's programme of extra-curricular activities. e) Support and contribute to the school's responsibility for safeguarding students. f) Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. g) Promote equality and opportunity for all students and staff, both current and prospective. h) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. i) Engage actively in the performance review process. j) Adhere to policies as set out in the School's Staff Handbook. k) Undertake other reasonable duties related to the job purpose required from time to time. <p>Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school.</p>
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

Postholder:

Signature:.....

Printed Name:.....

Line Manager:.....

Signature:.....

Printed Name:.....