



Job Description

Assistant Curriculum Leader of Maths

Main Purpose

The class teacher will work with the Headteacher and Governing Body by:

- To support and contribute to the Catholic life of St Bernard's community.
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

Duties & Responsibilities

- To plan, prepare and deliver engaging lessons and other activities to ensure the effective learning and progress of assigned students
- To participate in departmental self-review activities including departmental development planning
- To participate in developing syllabuses, materials and schemes of work, which include clearly defined aims and objectives, which are shared with students
- To employ varied methods of teaching and learning, appropriate to the abilities and aspirations of students and which enable them to take maximum responsibility for their learning
- To maintain effective and accurate records of attendance and progress of students in accordance with whole school and departmental assessment, recording, reporting and marking policies and to use available data to inform planning and preparation
- To consult with and inform staff and parents regarding the progress, attainment, attitude and behaviour of students
- To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies
- To ensure that equipment and resources are kept in good order and that rooms allocated for use are cared for and offer an attractive and educationally stimulating environment
- To participate in the school's Performance Management programme
- To participate in the school's Continuing Professional Development programme
- To participate in the school's monitoring, evaluation and target setting programmes





- To attend all relevant staff, departmental and consultation meetings
- To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters

Specific Roles & Responsibilities

- Support the Curriculum Leader in his/her key role and undertake reasonable tasks requested including deputising for the Curriculum Leader as required
- Assist the Curriculum Leader by working with colleagues to ensure high standards of learning and teaching and academic attainment and progress for all students within the curriculum area through tracking and monitoring progress within the identified Key Stage, as well as reviewing and further developing schemes to ensure high quality teaching and learning across the department
- Assist the Curriculum Leader in the induction and mentoring of trainee teachers, NQTs and teachers new to the Department, as required
- To ensure the effectiveness of the assessment systems within the curriculum area Key Stage
- To take a significant part in the development, delivery and the promotion of the Curriculum area with all stakeholders
- Along with the Curriculum Leader, to maintain and implement quality assurance systems, including regular learning observations within the curriculum area Key Stage
- Co-ordinate the contribution to the Primary Induction Programme, and other links with primary schools
- To support the Curriculum leader by contributing to the co-ordination and implementation of the Department's enrichment curriculum
- Support the school and department work with parents in after school events, e.g. open evenings, awards evenings EPRA evenings
- To undertake and support subject-specific staff training and professional development within the curriculum area
- To support the development of the use of ICT within the curriculum area
- Oversee, with the Curriculum Leader, that subject specialist support and advice are available on results day to students and senior staff
- To contribute to the Department Improvement Plan and self-evaluation processes.
- To work with all members of the Inclusion Team when student's progress is limited by negative attitudes,





misbehaviour, unsatisfactory attendance and punctuality, long term illness or other factors so that effective appropriate intervention strategies can be put into place

- To lead on improving student engagement in out of class learning opportunities

This job description may be amended at any time following consultation with the Headteacher, and will be reviewed annually.

Person Specification

Assistant Curriculum Leader of Maths

Experience	Essential / Desirable
To have taught Maths across the age and ability range, KS3 and KS4	Essential
To have taken responsibility for an area within Maths	Desirable
To have taken responsibility for planning, implementing and evaluating schemes of work	Essential
Proven experience in the delivery of high-quality teaching and learning especially at Key Stage 4	Essential
Proven experience of working as part of a team to secure innovation and change	Essential
Qualifications & Training	
Maths or related degree	Essential
QTS	Essential
Evidence of recent further professional development	Essential
Special Skills & Knowledge	
Ability to lead and support staff in the development of effective learning strategies and resources required for borderline students	Essential
Ability to analyse student data, provide appropriate intervention to secure student progress	Essential
Knowledge of current educational thinking regarding raising achievement in Maths through teaching and learning styles	Essential
To develop resources which facilitates personalised learning and develop an enthusiasm for learning Maths	Essential
The skill to coach others to enhance the quality of teaching in Maths	Essential
An awareness of the agenda for safeguarding and promoting the welfare of children	Essential
Knowledge and understanding of Positive Behaviour Management	Essential
Skills/Aptitudes	





The ability to use a range of classroom management and teaching strategies	Essential
ICT literate	Essential
Effective Interpersonal skills	Essential
Teamwork and leadership skills	Essential
The ability to network with other establishments to research best practice and implement findings where appropriate	Essential
Specific Requirements	
A commitment to raising student attainment and progress at all levels in Maths and supporting the Catholic ethos and aims of the school	Essential
Proven experience of working as part of a team to secure innovation and change.	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Highly motivated	Essential
Sense of humour	Essential
Personal Circumstances	
A disclosure and barring service check at enhanced level	Essential

