

# NORTH CORNWALL LEARNING TRUST

## SIR JAMES SMITH'S SCHOOL

### ASSISTANT SUBJECT LEADER FOR MATHEMATICS

#### JOB DESCRIPTION

<b>Job Title:</b>	Assistant Subject Leader for Maths
<b>Starting date:</b>	1 <sup>st</sup> September 2024
<b>Grade:</b>	ECT / TMS / UPS + TLR 2.2
<b>Hours:</b>	Full time
<b>Responsible to:</b>	Subject Leader for Maths
<b>Responsibility for:</b>	N/A

**Important Functional Relationships**      Internal: SLT, other subject leaders, staff, students, Governors.  
External: Parents, Governors, Trustees and consultants, staff of partnership schools

**Main Purpose of Job:**                      Assist to lead learning and teaching in the subject across the Key Stages and to assist the key advocate for the promotion of Maths. Ensure progress and attainment outcomes reflect student's ability.

#### **Main Duties and Responsibilities:**

You are to carry out the duties of your post as specified in the current national pay and conditions document. In particular, you will be expected to implement and promote whole school policies and ethos in class and around the school.

#### **You will:**

Teach your subject as required by the school timetable.

Assist the Subject Leader for Maths in developing the teaching, learning, curriculum and quality assurance of the Maths Curriculum.

Monitor, mentor and support a tutor group of individuals and maintain close communication with their parent/carer.

#### **Your specific responsibilities as Assistant Subject Leader are:**

- To support the Subject Leader, as directed by the Subject Leader.
- To develop and enhance the teaching practice of others.
- To act as an Assistant Subject Leader and be responsible for leading and developing this area.
- To lead the development of appropriate syllabii, resources, schemes of work, policies, assessment and teaching strategies in the curriculum key stage area.
- The day-to-day management, control and operation of one curriculum area provision within the department.
- To assist in monitoring and following up student progress.

- To work with the Subject Leader to formulate aims and objectives for the curriculum key stage area which have coherence and relevance to the needs of students and to the aims and objectives of the school.

The school will provide support for professional development but you are expected to be responsible for and proactive in your own professional planning and to keep a portfolio of evidence of your experiences and achievements.

***This job description may be reviewed at the end of any academic year, or earlier if appropriate.***

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Headteacher Staff Member

Date: \_\_\_\_\_ Date: \_\_\_\_\_

# NORTH CORNWALL LEARNING TRUST

## SIR JAMES SMITH'S SCHOOL

### ASSISTANT SUBJECT LEADER FOR MATHEMATICS

#### PERSON SPECIFICATION

These are the skills and attributes we expect the ASSISTANT SUBJECT LEADER FOR MATHS to have

**Attitudes: The person appointed should:**

- Value the education of every student
- Be committed to equal opportunities
- Be committed to high quality in all aspects of their work
- Have a collaborative approach towards their work
- Adopt a reflective approach toward professional decision making
- Promote a positive image of the school
- Recognise that it is the task of leaders to provide active support for colleagues
- Be committed to continuous improvements

**Skills: The person appointed must be able to:**

- Plan and organise teaching consistently to achieve clear targets
- Utilise ICT in delivery of programmes
- Communicate effectively with a range of audiences
- Work as a member of a team and assist to lead a team to deliver the curriculum aims.
- See tasks and plans through to completion
- Manage change effectively by supporting colleagues
- Use ICT to enhance data management

**Qualities: The person appointed will have:**

- A sound and professional approach towards their work
- Energy and Enthusiasm
- A desire to facilitate achievement
- A sense of responsibility for both their students' and their own performance
- An accessible disposition
- Sensitivity and a readiness to understand the needs of others
- A commitment to the aims and objectives of the school

**Experience and Qualifications: The person appointed will have:**

- A good honours degree in Maths
- Qualified Teacher Status
- Experience of teaching Key Stage 3 and Key Stage 4 Maths