

***‘Helping every person achieve things they never thought they could’***

**JOB DESCRIPTION**

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| **Job Title** | **Assisant subject leader of mathematics** |
| **Status** | permanent |
| **Pay Range** | **leadership spine L1-6** |
| **Primary Purpose of the Job** | * **To provide high quality Leadership and management commensurate with the needs of Little Lever School across the “DEEPs”** * **To continue to uphold and embed the whole school culture and ethos in line with our core purpose and values** * **With the Subject Leader develop the mathematics curriculum so it concentrates on the essential underpinning knowledge we want students to grasp** * **To carry out the professional duties of a teacher as circumstances may require and in accordance with Academy policies, under the direction of the Principal** * **With the Subject Leader provide clear, cohesive leadership and direction in the Subject Team and motivating teaching and support colleagues in developing innovative strategies to enhance the quality of education and improve students’ life chances** * **Take into account and constantly review Academy contextual factors, prior attainment and SEND when planning and teaching lessons** * **Work in a cross-curricular way to support subjects and the Life Chances curriculum across the academy in order to develop and enrich the curriculum** * **Recognise, promote and celebrate diversity** * **Carry out the professional duties of a teacher as circumstances may require and in accordance with academy policies under the direction of the Principal** * **Contributing where appropriate, to implementing policies and practice and to promote collective responsibility for their implementation** * **A commitment to developing your own leadership by receiving and acting upon feedback to build on strengths and improve personal performance**   The current conditions of employment of school teachers laid down by the DfE will apply and the post holder will be required to fulfil the responsibilities outlined below: |
| **Responsible to** | Principal / Senior line manager |
| **Principal Responsibilities** | * Line management of the Subject staff * Continuously develop the mathematics curriculum so it builds the essential underpinning knowledge we want students to learn * Supervision and progress of students in allocated classes * Supervision of work of any classroom support staff during times they are allocated to classes |
| **Responsibilities:**  Develop and Sustain **DEEP LEADERSHIP** across the Subject:   * Being accountable for student progress. Actively monitor and follow up * Being responsible for effective classroom management. Actively monitor and follow up * Co-ordinate classwork with any classroom assistant support * To develop and review the curriculum, syllabuses, resources, assessment and feedback and teaching and learning strategies in the Subject Area * To work with the DEEP Learning team and your line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs * To undertake appraisal reviews and to act as reviewer for a group of staff within the designated subject * Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect and encourage commitment to raising standards * To make appropriate arrangements for classes when staff are absent, ensuring appropriate high quality cover work is set and monitored in line with the Academy’s policy and practices * Contribute to the development of the Subject SEF * Develop and sustain knowledge of current educational practices and be responsible for own professional development * Evaluate lessons, incorporating students’ views and responses in order to reflect and act on strengths and areas for development * Aid in coordinating events and experiences which support the academy to raise standards * Develop and be responsible for maintaining a positive PRAISE culture across the academy where student achievements are regularly celebrated * Identify and applaud areas of success for individual teachers and the Subject Team   Develop and SUSTAIN **DEEP LEARNING** in the Subject / Faculty**:**   * With the Subject Leader continuously review and modify the mathematics curriculum. Ensure the mathematics curriculum concentrates on the essential underpinning knowledge students need to learn * Work with the Subject Leader to ensure all students successfully reach the end points of the mathematics curriculum and ensure progress is accurately tracked through a range of strategies * Implement and develop effective Assessment for Learning strategies across the Subject Team * Implement and develop high quality assessment procedures using formative and summative methods across the Subject team ensuring formative assessment strategies are at the heart of these procedures * Implement and develop current guidelines on effective learning and teaching * Support the Subject Leader to measure the impact of teaching strategies and assessment and feedback strategies on students’ learning and provide high quality feedback to colleagues to ensure they continually improve their practice * Consistently implement the homework policy (retrieval practice) to encourage and deepen student learning and support students’ retention of knowledge * Evaluate the success of teaching strategies, individual lessons, schemes of learning in meeting students’ needs and act accordingly when this is not helping students’ make good progress * With the Subject Leader design and implement high quality professional development opportunities for all staff which are engaging, personalized, collaborative in nature and have an impact on improving teachers’ practice * Ensure all staff have the ability and mechanisms through the use of good systems and structures to adapt lessons and identify next steps in response to evaluation of student progress * Take account of and review academy contextual factors and prior attainment when planning and teaching lessons   Develop and SUSTAIN **DEEP EXPERIENCE** in the Subject / Faculty:   * Develop and implement the Subjects’ curriculum * Devise, implement and monitor Schemes of Learning to ensure they focus on delivering the right knowledge at the right time with consistent and effective learning and teaching so ALL students can progress * Adapt lessons and the curriculum and identify next steps in response to evaluation of student progress and the essential underpinning knowledge * Understand and be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students * Support the Subject Leaders to implement and develop the Life Chances curriculum within the subject curriculum and evaluate the impact of this on students’ learning * Develop the use of ICT and remote learning within the Subject   Develop and SUSTAIN **DEEP SUPPORT** across the academy:   * Uphold and promote the Trust’s Child Protection and Safeguarding policy and procedures and ensure they are adhered to by all staff * Ensure the school’s Behaviour Management systems are implemented consistently across the Subject so that effective learning can take place * Be a role model in upholding standards of behaviour and classroom management within the Subject and lead by example across the Academy * Through the role, develop systems which address the social and mental health of students in order to raise standards * Implement and promote the consistent and fair use of the academy’s consequence and praise system within all classrooms and the academy environment * Be the first line of contact for parents’ and carers’ concerns with regards to their child’s performance and well-being   Other:   * Comply with the academy’s Child Safeguarding procedures, including the regular liaison with the DSL over any safeguarding concerns * Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation * Comply with academy policies and procedures at all times | |
| **This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.** | |

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| **Date Job Description prepared/updated** | December 2021 |
| **Job Description prepared by** | Mr D Mckeon |



***‘Helping every person achieve things they never thought they could’* PERSON SPECIFICATION**

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| **Job Title** | **Assistant subject Leader of mathematics** |

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| **KNOWLEDGE** | **ESSENTIAL** | **DESIRABLE** |
| Up to date knowledge of educational theory and practice |  |  |
| A good understanding of your subject curriculum and the national curriculum at KS2, KS3 and KS4 |  |  |
| A good understanding and knowledge of current exam board specifications |  |  |
| A good knowledge of effective and successful assessment and feedback strategies |  |  |
| Experience of preparing and supporting staff through OfSTED inspections |  |  |
| Experience of exam board marking |  |  |

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| A good honours degree in the relevant subject |  |  |
| Teaching qualification together with Qualified Teacher Status (QTS) or equivalent |  |  |
| Evidence of involvement in relevant CPD |  |  |
| **SKILLS** | **ESSENTIAL** |  |
| Successful experience of teaching at all relevant key stages |  |  |
| Evidence of managing and leading a new initiative |  |  |
| To be able to demonstrate high quality teaching |  |  |
| An exceptional classroom practitioner with a clear direction and vision for teaching and promoting their subject across the academy |  |  |
| To be able to develop intervention strategies that bring about rapid improvement |  |  |
| Able to work flexibly under pressure |  |  |
| Be able to deliver personalised CPD to colleagues and trainees |  |  |
| Excellent verbal and written skills, with the ability to communicate effectively with all members of the Academy / Trust community | √ |  |
| Able to provide clear strategies for improvement following analysis, review of data and /or performance | √ |  |
| Resilience and determination | √ |  |
| Ability to identify, challenge and improve underperformance | √ |  |
| Ability to build and form good relationships with colleagues and other professionals |  |  |
| Ability to absorb a wide range of information and deal with confidential issues | √ |  |
| Ability to follow procedures, pay attention to detail and produce accurate work | √ |  |
| Ability to work flexibly to meet deadlines and respond to unplanned situations, managing demand and at times conflicting workloads | √ |  |
| Personal commitment to inclusion and diversity to ensure the maximum benefits for students and staff |  |  |
| Believe that every child, no matter who they are or where they come from can achieve things they never thought they could |  |  |

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| **Date Person Specification prepared/updated** | December 2021 |
| **Person Specification prepared by** | Mr D Mckeon |