

Newborough Church of England Primary School

Mathematics Subject Leader

Job Description

Post Title: Mathematics Subject Leader

In addition to the responsibilities of class teacher as set out in the appropriate job description and the School Teachers' Pay and Conditions document the Subject Leader will also undertake the following duties and responsibilities.

Responsible to: The Headteacher and Governing Body

Responsible for: Leading Teaching and Learning in Maths

Job Purpose: To provide professional leadership and management for Mathematics in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners.

TEACHING, LEARNING AND STANDARDS

- To provide leadership in Mathematics.
- To evaluate the effectiveness of teaching and learning in Mathematics and progress towards meeting agreed targets across the school.
- To secure, in collaboration with the Headteacher and senior colleagues, high standards of teaching and learning in Mathematics.

LEADERSHIP AND CO-ORDINATION

- To assume the role of 'subject' consultant for colleagues.
- Act as a role model of good classroom practice for other colleagues, modelling effective strategies and coaching, exemplifying, preparing and leading on best practice.
- To demonstrate, by practical example if appropriate, effective ways of organising the teaching within Mathematics.
- To inform parents/Governors if/when required regarding current thought and practice in Mathematics.
- To assist the Headteacher in ensuring the highest possible standards and quality of learning in Mathematics using the school's Mathematics Teaching and Learning Policy as one means to achieve this.
- Ensure Mathematics Policies are translated into practice by staff and that you bring to the attention of SLT any which may need revisions or amendments.
- Develop, implement, monitor and maintain Mathematics teaching policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- Organise at least one whole event each year that promotes and develops your subject area.
- Support staff to develop an inspiring and engaging Mathematics curriculum which enables children to acquire excellent numeracy skills.
- Attend weekly SLT meetings to engage with the strategic direction and priorities of the school.

SUPPORTING, GUIDING AND MOTIVATING

- To take an active lead in relevant school-based INSET.

- To take on responsibility for informing colleagues of appropriate CPD activities, to take part and/or encourage others when appropriate, in consultation with the school CPD Lead (Headteacher) and/or Deputy Headteacher.

MONITORING

- Monitor planning, curriculum coverage, learning outcomes and the quality of teaching on a termly basis.
- Identify what support may be needed to achieve Good or better standards and teaching.
- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data.
- Moderate assessment judgements to ensure consistency throughout the school.
- Monitor standards, including recorded work, across the school including reviewing long and medium term planning.

POLICY AND DIRECTION

- To keep abreast of developments in Mathematics.
- To lead colleagues in formulation, review and evaluation of policy, in consultation with the Headteacher/ Deputy Headteacher.
- To ensure that policy reflects current national and local initiatives.
- To carry out an annual review of Mathematics following guidance issued.
- To establish/maintain a Subject Leader's file

RESOURCING

- To identify needs and to resource, in consultation with colleagues, Mathematics within the limits of a given budget.
- To requisition, in consultation with the Headteacher, such items necessary to ensure effective learning and teaching of Mathematics.
- To be responsible for checking, storing and ensuring appropriate use of related resources.

LIAISON

- To liaise, as/when necessary and reasonable, with other colleagues at Newborough Primary School about Mathematics.
- To liaise, as/when necessary and reasonable, with 'linked' secondary schools about Mathematics.
- To liaise, as/when necessary and reasonable, with local primary, junior and/or infant schools about Mathematics.
- To liaise with the link Governor for Mathematics providing updates and attend Governing Body Meetings to present to the wider Governing Body as requested.

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Person Specification

	Competencies, knowledge & qualifications	Judged from Application	Judged at Interview
Qualifications and CPD Record	Essential: <ul style="list-style-type: none"> Qualified Teacher Status and first degree (or equivalent, e.g. Cert Ed) Desirable: <ul style="list-style-type: none"> Evidence of recent relevant professional development 	✓ ✓	 ✓
Employment Record	Essential: <ul style="list-style-type: none"> Demonstrate successful experience as a teacher with a proven track record of delivering excellent pupil outcomes Successful track record of middle leadership 	✓ ✓	✓ ✓
Personal Effectiveness	Essential: <ul style="list-style-type: none"> Excellent subject knowledge in Mathematics and understanding of Mathematics throughout the Primary Phase Ability to use performance data to bring about improvements in achievement Ability to support the management of change through effective leadership Ability to inspire, challenge and motivate others Demonstrate personal and professional integrity, including modelling values and vision Demonstrate the capacity for sustained hard work with energy and vigour Demonstrate resilience and optimism Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to young people Be self-critical and reflective on own practice 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Leadership and management of pupil achievement, progress and safety	Essential: <ul style="list-style-type: none"> The ability to analyse complex issues relating to pupil attainment and progress and develop effective responses Desirable: <ul style="list-style-type: none"> Experience of implementing strategies for improving the quality of teaching and learning Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement 	✓ ✓ ✓	✓ ✓ ✓

Leading and managing staff	Essential: <ul style="list-style-type: none"> • Able to inspire, motivate and support staff • Positive and approachable with a commitment to equal opportunities and high achievement • Demonstrate commitment to the professional development of all staff • The ability to coach and mentor staff with regard to improving the quality of teaching and learning. 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Leadership and management of curriculum and assessment	Essential: <ul style="list-style-type: none"> • Depth of knowledge of the National Curriculum for Mathematics, monitoring and assessment • Knowledge and understanding of current national and international curriculum thinking which informs school priorities and developments 	✓ ✓	✓ ✓
Managing Resources	Essential: <ul style="list-style-type: none"> • The ability to manage a curriculum budget prioritising spending in line with the School Improvement Plan 	✓	✓
Stakeholders and the local community	Essential: <ul style="list-style-type: none"> • Effective communication with staff, parents, pupils and governors and is sensitive to the school's role within the community • Establish effective links with the community • Understand the importance of listening to, reflecting and acting on feedback 	✓ ✓ ✓	✓ ✓ ✓