**Altofts Junior School – Job Specification**



**Job Title:** Class Teacher with Head of Year and Maths Responsibility.

**Grade:** MPS + UPS

**TLR 2**: £2950

**Time Release**: Consistent weekly leadership time.

**Grade:** Undergraduate teacher, MPS including ECTS

**Line manager/s**: The headteacher, members of the senior leadership team (SLT) and the governing body

**Supervisory responsibility**: The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Head of Year + Maths Leader

Aims:

* To lead within a set year group to ensure consistent implementation of school policy
* To ensure consistent practice across the year group
* To support the work/life balance of all leaders
* To support the implementation of the schools maths policy

PROFESSIONAL RESPONSIBILITIES

The Post holder will be required to exercise his/her professional skills and organisational expertise and judgment to carry out, in a collaborative manner, the professional duties set out below:-

General:

To read weekly bulletins & be familiar with events, deadlines, changes etc for the year group   
To disseminate key school messages to your phase & ensure everyone has up-to-date information    
To disseminate key messages & implementations to TAs within the phase and ensuring     
After all staff meetings & INSETS, ensuring that your phase are aware of any new implementations, requirements or strategies to be implemented.    
To work alongside colleagues to coordinate/organise community events e.g. Christmas parties, discos, primary futures events etc.    
To lead phase meetings    
To support and be work with the ECT mentor in the induction programme of ECTs and other staff new to the phase.   
To lead assemblies as needed.    
   
Curriculum:  

To lead, develop and enhance the teaching of others within the phase through support mentoring.    
To monitor the use of adults to support the lowest 20% readers checking for quantity of readers and appropriate book banding   
To ensure that books are used within DEAL, Literacy and the Wider Curriculum    
To develop confidence on evidencing work in books checking for consistency across the year group and pace of learning    
To co-ordinate and lead on the development of the shared area, ensuring a quality reading environment

To ensure the full national curriculum has been covered throughout the year.

Assessment:  

To ensure that all staff are familiar with the assessment arrangements within the key stage.    
To ensure staff within the phase know when their assessment weeks & the assessment QLA deadlines are. (This is also a responsibility of the 'Raising Standards Leader').   
To ensure pupils results and test scores are entered appropriately onto the school’s systems and sent to the leader and headteacher    
To ensure staff within the phase know when suffolk, reading speeds & phonics assessment deadlines are & that these are adhere to.    
To ensure Baselines of new students are completed promptly.    
To offer advice and support to colleagues on assessment issues when required.

Behaviour management:  

To support and advise staff within the phase on the implementation of the School’s Behaviour Policy.    
To ensure there is a clear overview of the rewards for that half term, ensure purchasing or requesting of any resources in advance of the event to ensure they can run smoothly.   
Ensuring the Half-term Reader, Writer and Maths Awards are sent to SLT and displays updated.   
To actively promote and contribute to the engagement of children of school’s policies e.g. reading % 

End of term:  

To ensure cloakrooms, classrooms and shared areas within your phase are tidied out & ready for the next term    
To ensure Knowledge organisers & displays for next term are ready

**Maths Leader**

**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 relentlessly focusing on the improving of teaching and learning. This could be in the form of a learning walk, pupil and staff conversations and/or book looks.

• To secure, in collaboration with the SLT, high standards of teaching and learning in Mathematics.

• To monitor vulnerable groups of pupils, e.g. PP, SEND, etc.

**LEADERSHIP AND CO-ORDINATION**

• To assume the role of ‘subject’ consultant for colleagues.

• To demonstrate, by practical example effective ways of organising the teaching within Mathematics within the Mastery approach.

• To inform relevant stakeholders if/when required regarding current trends and practice in Mathematics.

• To assist the Headteacher and SLT in ensuring the highest possible standards and quality of Teaching & Learning

* Contribute to the monitoring, analysing and reviewing of the effectiveness of policies, priorities and targets, in light of assessment data. Ensure appropriate strategies are implemented in reading to address areas for improvement highlighted by assessment data.
* To conduct and analyse assessments to determine student reading levels
* Discuss the progress of children based on assessment evidence and make recommendations for the future.

**SUPPORTING, GUIDING AND MOTIVATING**

• To inspire and motivate through passionate commitment to Mathematics and have excellent subject knowledge.

• To champion Mathematics ensuring to set high expectations in terms of visibility in and around school exemplifying achievement and attainment.

• To share good practice, up to date resources and research with all staff.

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

• To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate, in consultation with the Headteacher.

Time Release: This position will come with additional leadership release time.

