

Job Description

Curriculum Leader for Mathematics and Economics

Responsible to:

Deputy Headteacher

Responsible for:

- Supporting and leading the learning, teaching, attainment and progress of students within Mathematics subjects (Mathematics, Further mathematics, Statistics & Economics)
- Line management of:
 - TLR holders within the Maths department
 - Delegated line management of the Main scale/UPS Teachers within the Mathematics & Economics team
 - Mathematics Teaching assistants

Job Purpose:

- To lead, manage and co-ordinate the strategic development of Mathematics, Economics and general numeracy in the school
- To lead, monitor and evaluate the innovation and development of learning and teaching strategies within Mathematics and Economics
- To be accountable for student attainment and progress in Mathematics and Economics ensuring all students achieve to their potential
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a department and school approach
- To take an active role within the school community as a senior middle leader
- To lead the raising of standards in student attainment within the Mathematics and Economics Department and contribute to the wider school

Strategic Development and Managing Resources:

- Support the strategic direction of the school which reflects its educational and moral aspirations and values
- Contribute to the whole school SEF and lead the process for the production and review of the Department "Healthcheck" SEF
- Contribute to the School Development Plan and oversee the production and review of the Department Development Plan as part of the Healthcheck.
- Contribute to school-wide planning activities
- Lead the process of monitoring and evaluation of curriculum areas in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To innovate and implement practice in order to support progress and achievement where required.

Standards and Achievement:

- To ensure that student progress is in line or exceeds that expected

- To monitor each subjects' performance against national and local data to ensure that students within make appropriate progress in each Key Stage
- To initiate, lead and manage student tracking documents for each key stage and individual year groups ensuring progress and mentoring plans take place across the Department
- To identify target groups of underachieving students in the department so that a suitable intervention plan is implemented ensuring that students have access to the appropriate resources and materials to catch up
- As a Middle leader, contribute to strategic discussion and collaboration with other leaders within the school.

Teaching & Learning:

- Act as an exemplar of shared practice and collaborative pedagogy through an open-door policy to lessons and modelling best practice in lessons
- Set expectations for staff and students in relation to standards of achievement and the quality of learning and teaching
- To lead the development of appropriate programmes of study, resources, schemes of work, marking policies and teaching strategies for Mathematics and Economics
- To lead the planning and preparation of courses and lessons
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic direction
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Reviewing, developing and refining schemes of work for Mathematics and Economics by leading and managing other staff in the department to extend and improve current resources
- Developing and co-ordinating curricular links with primary schools and external agencies.
- Taking a leading role in promoting aspects of Personal Development related to Mathematics
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Mathematics and Economics
- Promote the profile of Mathematics learning via presence, passion and extra-curricular activity
- Contribute towards ensuring a high quality learning environment within the Mathematics area by managing and improving:
 - the fabric of the classrooms
 - displays and exhibitions of students' work, including references to Mathematics grades on display work
 - classroom behaviour by ensuring that department policies on sanctions are consistent with the agreed school Behaviour Policy and systems

Assessment, Feedback and Tracking:

- To help lead, monitor and evaluate the assessment, marking and feedback to students in line with whole school and Department policy
- To help lead the innovation and development of assessment, marking and feedback strategies within the Department to shape and further improve whole school policy
- To help lead the Department moderation and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required, providing a model for Department practice

- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required, standardising practice within the Department
- Complete the relevant documentation to assist in the tracking of students
- Organise Department tracking of student progress and use information to inform learning and teaching
- Managing, setting and co-ordinating assessment arrangements in Mathematics and in all areas as required by school policies, including standardising those assessments

Staff Development:

- To coordinate the development of the Mathematics and Economics team and wider staff to improve learning & teaching
- Contribute towards whole school CPD programmes
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning, whilst commensurate with staff expectations outlined in the Professional Standards
- Establish clear expectations and constructive relationships among staff
- Support teachers experiencing difficulties as per school policy and Professional Standards
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the Initial Teacher Training programme within the school
- Advise on professional development and support all aspects of school Performance Management as per policy and Professional Standards.

Student Support and Progress:

- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support systems including resources for support / reward / short term exclusion etc
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students
- Providing support to colleagues in all matters relating to teaching and curriculum including classroom management and student behaviour
- Develop the celebration of student achievement within Mathematics and Economics
- To coordinate Department detentions and pursue matters of behaviour management to a conclusion that will most benefit the teaching and learning of the majority of students within the department and ensure other students are able to make progress
- Establish target setting for students on relevant Department courses
- Ensure that there is a process of progress review for students in all Department courses

Communications, Marketing and Liaison:

- To attend relevant middle leaders meetings, feedback to Department and to put forward Department viewpoints
- Lead Department meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines related to the courses
- To lead in marketing activities such as Open Evenings and Parents' Evenings

- Lead Department on all cross school information and resources such as Options books, Internet resources and Parental documentation
- Promote Department subjects and general numeracy within the school
- Identify and establish cross curricular links to raise profile of subjects
- Help generate and update department handbook and provide relevant guidance for staff teaching in Mathematics

Remuneration

For this role a TLR 1b to the value of £10,203 will be awarded.