

## Job Description

<b>Job-title</b>	Curriculum Leader for Maths and Computing
<b>Grading/Salary:</b>	TLR 1b
<b>Accountable to:</b>	Head of School
<b>Responsible for:</b>	All staff teaching in the subject area

*Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

### PROFESSIONAL DUTIES

In line with the requirements of the School Teachers' Pay and Conditions Document (section 9), the post-holder is responsible for the education and welfare of designated classes (and a tutor group if appropriate), having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and the policies of the Governing Body. The post-holder shares the corporate responsibility for the welfare of all students.

### CORE PURPOSE

- To support the ethos and culture of the school as defined by the Headteacher
- To contribute, significantly, to the school's development
- To be accountable for leading, managing and developing the subject area of Maths and Computing
- To raise standards of student attainment and achievement within the designated subject area and monitor/support student progress across all groups
- To monitor, develop and enhance the teaching practice of others within the subject area through line-management arrangements

Through the core purpose and particular responsibilities, the post-holder will fulfil the criteria for a TLR payment namely:

1. Having impact on educational progress beyond the assigned students;
2. Leading, developing and enhancing the teaching practice of others;
3. Having accountability for leading, managing and developing the subject area;
4. Having a line-management responsibility

### NOTE:

This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school.

Reviewed: May 2022



## Stowupland High School

Church Road  
Stowupland  
Stowmarket  
Suffolk  
IP14 4BQ

Tel: 01449 674827

**Executive Headteacher:**  
Mr P Whear

**Head of School:**  
Mr D Brewster

**Chair of Local Board:**  
Mrs K Hudson



**Healthy School**



Founding Partner of the  
**John Milton Academy Trust**

Company no: 10298832

Email: [enquiries@stowuplandhighschool.co.uk](mailto:enquiries@stowuplandhighschool.co.uk)

Web: [www.stowuplandhighschool.co.uk](http://www.stowuplandhighschool.co.uk)

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## PRINCIPAL RESPONSIBILITIES AND TASKS

### *Leadership and Management*

- To develop a vision and direction for the subject area (Maths and Computing) through consultation and within the context and framework of the School Improvement Plan
- To produce a Subject Improvement Plan to support the work of the subject area and the school (including whole-school targets) and be accountable for standards
- To identify training needs across the subject area and liaise with the Assistant Headteacher (Teaching and Learning)
- To line-manage subject staff and participate in Performance Management arrangements as required
- To oversee the provision and maintenance of effective resources for learning – texts; materials; equipment
- To take responsibility for the physical environment of the subject area including classrooms, corridors and prep rooms
- To liaise with the Assistant Headteacher in the deployment and performance of non-teaching staff
- To support and monitor the consistent implementation of whole-school policies, approaches and expectations across the subject team
- To be responsible for safe working practices in the subject area and to ensure that all health and safety regulations are followed by all staff
- To encourage the health and well-being of all students and staff working in the subject in line with school policies
- To ensure that appropriate and high quality information is provided for school publications such as prospectuses, option booklets, newsletters etc.

### *Curriculum, Teaching and Learning*

- To liaise with the Assistant Headteacher on the deployment of team members and time-tabling arrangements
- To develop (working with other staff as appropriate) schemes of work relevant to each Key Stage and each area of the subject in order to deliver high quality teaching and learning
- To guide and inform effective teaching practice through a Subject Handbook
- To monitor learning and teaching in line with whole-school quality assurance arrangements. (e.g. through examination analyses/evaluations; subject reviews; lesson observations; work scrutinies; homework checks; staff, student and parent feedback; regular line-management meetings)
- To encourage active and creative teaching approaches and disseminate good practice
- To act as a lead practitioner for the subject area
- To support and develop areas of expertise within the subject area
- To review the subject curriculum offer regularly to ensure that student needs are being met
- To support all subject staff in maintaining a safe, positive and orderly environment for learning and teaching.

### *Assessment*

- To assist in setting targets for the subject area at each Key Stage and monitor progress towards them
- To oversee, and be accountable for, student progress across the subject area
- To maintain and monitor appropriate records of student progress and achievement
- To ensure students are fully prepared for examinations, including supporting and co-ordinating revision programmes and activities
- To ensure that relevant policies such as assessment and homework are implemented
- To support staff in completing written reports
- To support staff in communicating effectively with parents (though Open Evenings and Consultation Evenings for example)

### *Additional Duties*

- To fulfil the role of form tutor as required
- To adopt a high profile around the school site
- To contribute to “on-call” duties if required
- To play a full part in the school community



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**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	Qualified teacher able to demonstrate good/outstanding classroom practice	
	Good honours degree (First or Second Class)	
	Secondary teaching to GCSE	Post-16 teaching
	Proven success in preparing students for public examinations	Experience in a number of schools
	Secure knowledge of the National Curriculum and public examination assessment requirements	Successful experience of holding a position and responsibility and managing people
	Evidence of recent relevant professional development	
	Understanding and use of ICT in teaching and learning	
<b>Leadership and Management</b>	Ability to demonstrate an understanding of leadership and management	
	Ability to manage change	
	Ability to challenge, support and motivate people	
	Understanding of school self-evaluation and the role of middle leaders	
	Ability to set and expect high standards from staff	
	Ability to communicate effectively in speech and writing	
	Ability to build relationships with parents and carers, governors, partner schools, the LA and the local community	
	Ability to work positively with senior leaders	
<b>Personal Qualities</b>	Hardworking and enthusiastic	
	Flexible and adaptable	
	Reflective	
	Resilient	
	Positive	
	Personable and approachable	



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