



ALL SAINTS' CATHOLIC HIGH SCHOOL

JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title: CURRICULUM LEADER OF MATHEMATICS

1.3 Post Purpose:

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.

To be responsible for student progress and development within the subject areas.

To develop and enhance the teaching practice of others.

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.

To be accountable for leading, managing and developing the subject/curriculum areas.

To create opportunities for pupils to actively participate in extra-curricular activities linked to the curriculum area.

To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

1.4 Reporting to: Deputy Head

1.5 Responsible for: Teaching staff and other specified personnel.

1.6 Liaising with: Headteacher / Leadership Team, other Curriculum Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

1.7 Working Time: Full time as specified within the STPCD

1.8 Salary/Grade: Classroom Teachers' Pay Scale and TLR 2.3

1.9 Disclosure level Enhanced

2. TEACHING

2.1 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

3. OPERATIONAL/ STRATEGIC PLANNING:

3.1 To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.

3.2 To be responsible for the day-to-day management, control and operation of course provision with the curriculum area, including effective deployment of staff and physical resources.

3.3 To monitor actively and follow up student progress.

3.4 To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, Accommodation Strategy, etc.

3.5 To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

3.6 To lead and manage the business planning function of the department, and to ensure that the planning activities reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school.

3.7 To link with the Deputy Head, to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.

3.8 In conjunction with the Curriculum Leader of ICT, to foster and oversee the application of ICT in Mathematics.

3.9 To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

4. CURRICULUM PROVISION:

4.1 To liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation.

4.2 To be accountable for the development and delivery of Mathematics.

5. CURRICULUM DEVELOPMENT:

5.1 To lead curriculum development for Mathematics.

- 5.2 To keep up to date with national developments in the subject areas and teaching practice and methodology.
- 5.3 To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 To liaise with the Deputy Head to maintain accreditation with the relevant examination and validating bodies.
- 5.5 To be responsible for the development of Key Skills in Mathematics and cross-curricular activities
- 5.6 To promote literacy across the curriculum.
- 5.7 To ensure that the development of Mathematics is in line with national developments.

6. STAFFING:

- 6.1 To work with the Deputy Head to ensure that staff development needs are identified.
- 6.2 To continue own professional development as agreed with Deputy Head.
- 6.3 To be responsible for the efficient and effective deployment of the subject's technicians/support staff.
- 6.4 To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- 6.5 To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- 6.6 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6.7 To promote teamwork and to motivate staff to ensure effective working relations.
- 6.8 To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

7. QUALITY ASSURANCE:

- 7.1 To ensure the effective operation of quality control systems.
- 7.2 To establish the process of the setting of targets within the department and to work towards their achievement.
- 7.3 To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- 7.4 To contribute to the school procedures for lesson observation.
- 7.5 To implement school quality procedures and to ensure adherence to those within the department.

- 7.6 To monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 To seek/implement modification and improvement where required.
- 7.8 To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

8. MANAGEMENT INFORMATION:

- 8.1 To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
- 8.2 To make use of analysis and evaluate performance data provided.
- 8.3 To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 To produce reports within the quality assurance cycle for the department.
- 8.5 To produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the Deputy Head, to manage the department's collection of data.
- 8.7 To provide the Governing Body with relevant information relating to the department's performance and development.

9. COMMUNICATIONS & LIAISON:

- 9.1 To ensure that all members of the department are familiar with its aims and objectives.
- 9.2 To ensure effective communication/consultation as appropriate with the parents of students.
- 9.3 To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 9.4 To represent the department's views and interests at appropriate forums and where appropriate, to chair such forums.
- 9.5 To contribute to the planning and delivery of school liaison activities.
- 9.6 To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.7 To promote actively the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES:

- 10.1** To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 10.2** To ensure that the learning environment within the department is stimulating and informative
- 10.3** To work with the Deputy Head in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

11. PASTORAL SYSTEM:

- 11.1** To monitor and support the overall progress and development of students within the department.
- 11.2** To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3** To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- 11.4** To contribute to PSHCE, citizenship and enterprise according to school policy.
- 11.5** To ensure the Behaviour Management system is implemented in the faculty so that effective learning can take place.

12. SCHOOL ETHOS:

- 12.1** To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- 12.2** Support the school in meeting its legal requirements for worship.
- 12.3** Promote actively the school's corporate policies.
- 12.4** Comply with the school's health and safety policy and undertake risk assessments as appropriate.

13. GENERAL:

13.1 To carry out any other duties as the Headteacher may reasonably request

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

14. SIGNATURES:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Dated

Signed *B McNally*
(Headteacher)

Dated 13/04/2021