**JOB DESCRIPTION**

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| Job Title: | **Deputy Curriculum Lead Maths & Whole School Numeracy Lead** | Salary: **TLR2B** |
| Location: | **Meadow Park** |  |

**Job Purpose**

To support and advise the Curriculum Leader of Maths in leading the development, implementation, review and improvement of the learning and teaching in the Maths department and to ensure each pupil thrives and student attainment is raised. To lead on ‘excellence’, ensuring strong provision and outcomes for our most able students.

To work collaboratively with Curriculum Leaders, teachers and support staff to devise, plan and deliver an effective numeracy strategy providing support for all students to develop their numeracy and numeracy skills.

#### Main Tasks/Duties/Responsibilities

* To undertake a teaching timetable in accordance with the duties of a standard scale teacher.
* To continue to pursue own personal development as agreed with the relevant SLT line manager.
* To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description for that role.
* To play a full part in the life of the school community, supporting its vision and values, and to encourage staff and students to follow this example.

**Whole School Role**

1. To agree, monitor and evaluate student progress targets in Maths and numeracy to make a measurable contribution to whole school targets
2. Build a commitment and shared vision for numeracy with staff, students and parents
3. To provide regular feedback for subject colleagues through lesson sampling, learning walks, work trawls etc which recognises good practice and supports their progress against appraisal objectives, resulting in a tangible impact on student learning
4. To further develop and implement systems for assessing, monitoring and recording individual student’s progress
5. To deputise for the curriculum leader when required.
6. Organise and develop training and support for colleagues involved in supporting and embedding numeracy across the curriculum
7. Ensure that continuing professional development for themselves and others takes place, to secure high standards of maths and numeracy, teaching, learning and guidance.
8. To be accessible to and supportive of students, staff, parents and the wider community, as appropriate

**Learning and Teaching**

1. To have oversight of student progress within Maths and numeracy
2. To ensure all students make progress and that suitable strategies are in place to support the students’ progress on transition from primary to secondary school
3. To take responsibility for curriculum development within Maths and numeracy
4. To lead on ‘excellence’, ensuring strong provision and outcomes for our most able students.
5. Monitor the quality of teaching and learning provided within Maths
6. To lead on learning and teaching developments within Maths and numeracy that will impact on the learning taking place
7. To act as a mentor to members of the department, at any stage of their career, when required

Support For Students

1. To plan, lead and monitor the delivery of numeracy and numeracy skills to teaching and non- teaching staff to support all students to develop their numeracy and maths skills to facilitate access to the curriculum.
2. Assess individual student’s needs and plan, deliver and evaluate an appropriate intervention for them where appropriate
3. Support curriculum leaders and teachers in the reviewing of curriculum planning across all subjects, including schemes of work, lesson planning and deployment of resources to ensure effective Numeracy strategies have been embedded and used widely and consistently across the school
4. Monitor student’s progress and ensure that feedback is in line with school policy and target data. Liaise with all staff to ensure students with weaker numeracy levels are supported.
5. Develop and maintain Numeracy across the school as a high priority
6. Develop knowledge and keep abreast of external strategies and respond, developing links between Numeracy initiatives, support and national initiatives.

**Leadership**

1. Develop and implement policies and practices for Maths and numeracy which reflect the department’s commitment to high achievement and which are consistent with school strategies and policies.
2. To ensure an active approach to quality assurance, monitoring and evaluation.
3. To develop and implement systems for assessing, monitoring and recording individual student’s progress.
4. Provide CPD for teaching and non-teaching staff to develop quality first wave teaching, with a particular focus on developing numeracy as part of Responsive Teaching
5. Develop and maintain links with parents to meet the numeracy needs of students in order to ensure that educational achievement and personal development are maximised. Enable and engage parents and carers, informing them of what is planned and how they can support their child.
6. Liaise with Maths Departments across the Multi Academy Trust and external agencies and network with other schools both locally and nationally