

## **Job Description**

<b>Post:</b>	Director of Maths and Computing and Associate Senior Leader
<b>Subject:</b>	Maths
<b>Salary:</b>	L10-L14
<b>Safeguarding:</b>	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**A teacher at John Mason School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document and as outlined in the DfE School Teachers' Pay and Conditions Document.**

### **Job Purpose**

1. To extend the leadership of the Headteacher
2. To develop an effective, consistent and inspiring faculty
3. To lead the curriculum development and teaching and learning of the faculty, in accordance with the school and faculty policies.

### **Principal Responsibilities**

#### **Teaching**

- To fulfill all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers.

### **Strategic Direction and Development**

- To provide professional leadership to subject teachers of Mathematics and Computing
- To develop innovative teaching and learning in the Mathematics and Computing Faculty
- To continuously develop curriculum within the Mathematics and Computing Faculty to the benefit of the students.
- Be a member of the extended Senior Leadership Team and participate fully in developing and communicating a clear and strategic vision of the development of the school.
- Motivate and empower others to carry this vision forward.
- Model the values and ethos of John Mason School
- Support the Headteacher and Senior Leadership Team in leading and managing the school effectively and in the review, implementation, development and monitoring of whole school policies that promote the school's values, aims and objectives.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in school self-evaluation and in preparation, implementation and monitoring of the school's improvement plan.
- Attend SLT meetings when required.

- Plan, organise and chair meetings as appropriate.
- Attend meetings of the Governing body as required.

### **Line Management Responsibilities**

- Contribute to the raising standards across the school, but specifically in the subject areas line managed.
- Accountable for students progress in the subject areas line managed.
- Ensure appropriate monitoring of teaching and learning in the subject areas line managed, developing the quality in accordance with school policies and procedures.
- Implement school policies on behaviour and welfare.
- To contribute to the process of monitoring and evaluation of the faculty in line with school procedures.
- Be accountable for staff deployment and training in the areas line managed.

### **Specific Responsibilities**

The full remit of the post will be negotiated dependent on the skills and experience of the candidate appointed. This will include a whole school role as part of the Associate Senior Leadership Team.

- Accountable for appropriate use of the budget assigned to each subject area line managed.
- Supervise the use of the classrooms assigned to Mathematics, including adherence to the relevant health and safety regulations.
- Act as a form tutor and carry out related duties in accordance with the general job description of 'Form Tutor'.
- Attend all Parents' Evenings, providing both support for teaching staff and a point of contact for parents seeking advice and guidance.
- Attend key public events [school concerts & productions, award evenings, Open Evenings] as required, supporting SLT in the promotion of a positive school image to parents and the community.

### **Safeguarding**

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

- \* Your contract of employment is directly with The Abingdon Learning Trust (the Trust). Your main place of work will be John Mason School, but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: