**JOB DESCRIPTION**

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| Job Title: | **Director of Mathematics & Numeracy** | Salary: **Leadership 7-11** |
| Location: | **Meadow Park School** |  |

**Job Purpose:**

1. To support, hold accountable, develop and lead the Mathematics Department to ensure high standards of teaching and learning, a good environment for learning and the well-being of staff and students.
2. To lead in ensuring high standards of numeracy across the school.
3. To advise the Leadership Team on matters relating to numeracy.

**Multi Academy Trust Role:**

1. To contribute to the development of Mathematics across the Multi-Academy Trust.

**Whole School Role**

1. To contribute, as appropriate, to the work of the Leadership Team
2. To work with the Leadership team in order to provide strategic leadership, clear direction and effective management for the Mathematics Department as a whole.
3. To ensure the maximum impact of the specialism across the school and beyond.
4. To contribute actively to the development of the Teaching and Learning that takes place within the school through coaching, mentoring and offering CPD opportunities.
5. To lead on the development of numeracy across the Curriculum and to maintain and evaluate the impact of this.

**Leadership:**

1. Develop and implement policies and practices for Mathematics which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies.
2. To create a Faculty Improvement Plan which contributes positively to the achievement of the School Strategic Framework, which actively involves all subject teachers in its design and execution.
3. To provide regular feedback for subject colleagues through lesson observation which recognises good practice and supports their progress against appraisal objectives resulting in a tangible impact on student learning.
4. To secure and allocate the subject budget to ensure it is spent in line with subject learning priorities and best value principles.
5. To monitor and control the use of resources in this area.
6. To develop and implement systems for assessing, monitoring and recording individual pupil’s progress.
7. To plan, delegate and evaluate work to be carried out by team members in an effective a way as possible.

**Quality of Teaching and Learning:**

1. To impact upon the quality of teaching and learning that takes place in all classrooms within the Mathematics faculty.
2. To agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.
3. To assist the Leadership Team link in the review of the standards of leadership, teaching and learning in Mathematics, consistent with the procedures in the school self-evaluation procedures.
4. To ensure all subject staff understand, and are actively implementing, the key aspects of the school’s behaviour and inclusion policies. In addition, to take responsibility for behaviour standards in the subject area.
5. To engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.
6. To act as a coach/mentor to members of the department, at any stage of their career, when required.

To undertake any other duty as directed by the Headteacher not mentioned above.

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified.

All duties and responsibilities must be carried out with due regard to the Finham MAT Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Meadow Park School’s Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children.

Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

**Responsible to: Deputy Headteacher**

**Date Reviewed: September 2022**