

# The Joseph Whitaker School

*An Academy specialising in Sport and Performing Arts*

**Proud to be Me. Proud to be Us.**

Be Ready

Be Kind

Be Safe



## JOB DESCRIPTION

**Director of Maths and Numeracy (across the curriculum)**

**MPS/UPS 1.0fte plus TLR 1C (£14,867)**

### Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- Promote the welfare of children

**Accountable to:** Headteacher (or designated Senior Leader)

### Accountable for:

- Strategic direction of numeracy across the curriculum (including for students receiving additional support)
- Strategic direction and overall performance of the Maths Faculty, through effective line management of the Head of Maths
- Student outcomes across the Faculty – Key Stages 3, 4 and 5, including meeting of targets set by the Trust
- Rigorous self-evaluation of areas relating to maths and numeracy across the school
- Lead on numeracy across the curriculum to ensure that students have the knowledge, understanding and skills required to access the curriculum in other subjects such as Science, Technology and Geography
- Closing the gap (attainment and achievement) for vulnerable, disadvantaged and other underperforming key groups of students; oversee all maths and numeracy intervention programmes (Key Stages 3, 4 and 5) across the school, including KS5 GCSE resit and provision for students accessing alternative provision
- Teaching and learning for numeracy and maths strategies – including professional development of staff (across the school)
- Key Stage 3, 4 & 5 maths and numeracy provision
- Working with primary schools to ensure effective transition
- Develop schemes of work for financial and economical wellbeing
- Strategic leadership and support for development of schemes of work and assessments
- Safety and welfare of students across the Faculty
- Extra-curricular learning across the Faculty
- The effective and efficient use of resources

### Key Accountabilities:

#### Faculty

- Line manage the Head of Maths to secure good, or better, outcomes
- Hold staff accountable for their performance across the Faculty, with support from other maths leaders.
- Lead the Faculty in relevant professional development activities during INSET, Twilight, Teaching and Learning, and Faculty meetings (shared with the Head of Maths)
- Faculty discipline – supporting colleagues with behaviour management of students, providing training as required
- Strategic lead on how student groupings are arranged

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- Support Head of Maths to ensure that appropriate cover for absent staff is set
- Lead and actively manage the delegated budget for the Faculty
- Co-ordinate resources across the Faculty
- Health and safety compliance across the Faculty
- Ensure that the environment of the Faculty and teaching areas are always of a high quality and contribute to the environment of the Academy, reporting issues as required
- Co-ordinate the mentoring of new starters as well as ECTs, ITTs within the Faculty

### **Teaching and Learning**

- Lead and promote innovative teaching and learning strategies, based on sound educational research, to improve student outcomes across the Faculty
- Train staff on whole school strategies through team teaching, peer observation and coaching across and beyond the Faculty
- Lead, support and develop the pedagogy of colleagues across the school to ensure that any gaps in numeracy knowledge and understanding are identified and addressed; leading on INSET activities as required

### **Quality Assurance**

- Use a range of evidence to monitor performance across the Faculty, including internal tracking (including Arbor, ALPS and SISRA), and external data, including the IDSR and FFT
- Lead and manage Quality Assurance across the Faculty, including lesson observation, learning walks, work scrutiny and pupil voice, with the Head, and Second in maths and Senior Leaders, as required
- Support staff in following up outcomes of lesson observations and Quality Assurance across the Faculty, with support from the Head of, and Second in, maths
- Self-evaluation across the Faculty
- Conduct Quality Assurance procedures across the school as required

### **Meetings**

- To lead, participate and contribute to appropriate meetings and staff development
- Senior Leadership meetings, Heads of Faculty/Department meetings and Curriculum Standards Group
- Year 6 Open Evening
- Year 9 Guided Choice evening (as relevant)
- Post-16 Options evening
- Presentation evenings

### **Data, Assessment and Examinations**

- Ensure that appropriate internal formative, and summative, assessment processes are in place and that assessments are rigorous and timely
- Ensure that the head of Maths have completed the examination entries and administration across the Faculty for external and internal examinations, accurately and in a timely manner

### **Schemes of Work**

- Ensure that high quality teaching and learning strategies, which support the development of maths across the faculty, and numeracy across the curriculum, are embedded and reviewed robustly and in a timely manner by relevant colleagues both within the faculty and across the school
- Develop schemes of work for financial and economical wellbeing for use in tutor time and/or PSHCE curriculum



### **Curriculum**

- To ensure the delivery of high-quality teaching and learning opportunities for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- With other named leaders, review systematically, change and modify the curriculum as necessary, by planning suitable courses for students of all abilities and to meet the wider aims of the Academy
- With other relevant leaders, establish and maintain schemes of work and programmes of study across the Faculty
- To keep abreast of current developments in education to enable effective curriculum planning
- To assess students' work regularly and accurately, and report on outcomes as required

### **Pastoral**

- Take responsibility for the effective care and guidance of a tutor group, as required
- Monitor the academic performance of students within a designated tutor group, as required

### **Community**

- Work with primary schools in our family of schools, and across our Trust to ensure effective transition (KS2 to KS3)
- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- Demonstrate a keen interest in the life of the Academy

### **As a member of staff at The Joseph Whitaker School you are expected to:**

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness



**PERSON SPECIFICATION**  
**Director of Maths and Numeracy**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Well-qualified graduate of mathematics</li> <li>• QTS</li> </ul>	NPQ (or equivalent) Masters Level qualification
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Full understanding of Safeguarding requirements and how teachers promote the welfare of children</li> <li>• Enhanced DBS and validated references</li> <li>• Eligibility to work in the UK</li> </ul>	
<b>TEACHING EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Excellent teaching ability at Key Stages 3, 4 and 5</li> <li>• Proven leadership experience (curriculum)</li> <li>• Strong use of data</li> <li>• Strong understanding of the pedagogy of teaching</li> <li>• IT literate, making highly effective use of ICT to enhance teaching across an area</li> <li>• Evidence of positive student outcomes at Key Stages 4 &amp; 5</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to extra-curricular activities</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to raising achievement and a clear understanding of how to realise this</li> <li>• An innovative and positive attitude</li> <li>• Leadership experience</li> <li>• Proven leadership experience of improving student outcomes</li> <li>• Leadership experience of Quality Assurance</li> <li>• Proven experience of leading staff development, specifically regarding Teaching and Learning</li> <li>• Ability to work effectively as part of a team</li> <li>• Ability to effectively lead and manage a team of people</li> <li>• Excellent communicator, both orally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Strong experience of conducting staff appraisal</li> <li>• Proven leadership of monitoring, evaluating and reviewing provision and outcomes across all relevant Key Stages</li> </ul>