



Job Description – King's Academy Ringmer

DIRECTOR OF MATHS

WHAT ARE THE JOB PARTICULARS?

- Salary Range – LPS Points 6 to 10
- Accountable to the Assistant Principal
- The activities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

WHAT IS THE PURPOSE OF THE JOB?

- To lead the Maths Team, and, under the direction of the Vice Principal, contribute to high standards of teaching and learning and the raising of standards of achievement.
- To lead learning in Maths and act as a model of good professional practice within the Maths Team
- To help and support colleagues within King's Academy Ringmer by sharing good practice in teaching and learning
- To make a significant contribution to the vision and direction of King's Academy Ringmer by playing a central role as a subject leader.

RESPONSIBILITIES AND TASKS

- Lead the Maths Team.
- Work under the guidance of the Vice Principal to support teaching and learning development across the curriculum with particular reference to Maths.
- Assist the Vice Principal in the development of teaching and learning within the School, contributing to the staff development.

- Devise and lead workshops and development activities to improve teaching and learning practice within King's Academy Ringmer.
- Lead Maths to prepare for OFSTED inspections.
- Participate with CPD and Performance Management processes.
- Lead best practice in the teaching of Maths within the Maths Team, working with colleagues to ensure excellence in Maths teaching and learning.
- Support a well-planned, challenging and purposeful learning environment for students in Maths.
- Support and develop, course outlines, syllabuses and schemes of work.
- Support the organisation of intervention for under achieving students.
- Make effective use of student performance data, and target-setting; and provide relevant information to staff.
- Lead and carry out policies and practices to promote positive student behaviour and achievement in Maths within the framework of the managing behaviour policy.
- Plan and teach lessons in accordance with the Maths programmes of study.
- Produce, up to date and informed assessment data on each student taught at regular intervals in line with school policies.
- Keep abreast of developments with subject specialism relevant to teaching and the progress of students.
- Ensure that department policies and practices are developed and implemented consistently including assessment, reporting and recording, equal opportunities and differentiation and behaviour.
- Communicate with parents when required and appropriate to discuss the progress of individual students.
- Implement school policies and practices with due regard to equal opportunities, health and safety and the welfare and learning of students.
- Attend all relevant and appropriate meetings as documented on the school calendar.
- Undertake such other duties as reasonably required by the Principal.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection and Safeguarding Policy and Staff Code of Conduct and Behaviour Policy.
- Ensure all issues relating to students are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equality, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Other Specific Duties:

To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings as appropriate. To make your own contribution to the community life of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the School.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Ringmer is committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: January 2026



Person Specification – King's Academy Ringmer

Knowledge and Experience	Essential	Desirable
Qualified Teacher Status	✓	
Evidence of continuing professional development	✓	
Excellent Subject Knowledge	✓	
Evidence of successful teaching across the 12-16 age and ability range	✓	
Ability to raise the standard of attainment in Maths	✓	
Ability to use assessment to raise standards of attainment	✓	
Evidence of teaching outstanding lessons	✓	

Skills, Knowledge and Aptitudes	Essential	Desirable
An in depth knowledge and understanding of strategies to improve Maths teaching and learning	✓	
Ability to communicate effectively with a range of different groups of people	✓	
Knowledge and understanding of current educational curricular issues relating to Maths	✓	
The knowledge, understanding and skills to lead change within a department	✓	
The capacity to inspire and motivate others – both adults and students	✓	
Ability to use ICT both as a teaching tool and for administrative purposes	✓	

Personal Qualities	Essential	Desirable
Enthusiasm, determination and an insistence on high standards	✓	
A positive outlook	✓	
The resilience to overcome challenging circumstances	✓	
Excellent organisational skills	✓	
Excellent attendance and punctuality	✓	
A willingness to learn new skills and approaches and to share the experience with others	✓	
Belief in the value of individuals and ability to challenge when this is not displayed	✓	
Display optimism and ambition for all learners and a commitment to their development	✓	
Be able to work under pressure, prioritise and manage time effectively	✓	

Be very generous and flexible with your own time	✓	
Excellent communication and interpersonal skills	✓	
Ability to motivate staff and set an example of high personal standards	✓	

Other Qualities	Essential	Desirable
Candidates must be suitable to work with children, ascertained by clearance through the DBS including barred list check	✓	

December 2025