

# JOB DESCRIPTION

**Job Title: Key Stage 3 Leader - Maths**

**Grade: MPS/UPS Plus TLR 2b**

**Reporting to: Subject Leader/Subject Director**

**Location: Crofton Academy (Castleford Academy Trust)**

## **Main Areas of Responsibility:**

- Support the Subject Leader and deputise where appropriate.
- Actively contribute to help to raise standards of student attainment and achievement within the whole department and help to monitor and support pupil progress.
- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing body and Headteacher of the academy.
- Lead the department as curriculum leader for your relevant Key Stage and be responsible for leading and developing staff in these areas.
- Assist with the development and enhancement of the teaching practice of others
- Monitor and support the overall progress and development of pupils as a leader within the department and as a form tutor.

## **Operational/Strategic Planning**

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, or to support the Leader of English and other assistant leaders, with this department.
- Lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching strategies relating to areas of specific responsibility.
- Responsible for the day-to-day management, control and operation of appropriate curriculum area(s) provision within the department and/or academy.
- Ensure accurate and consistent monitoring and following up student progress within your area of responsibility.
- Actively assist in the implementation of academy policies and procedures.
- Actively work with colleagues to formulate aims and objectives for the department/academy which have coherence and relevance to the needs of pupils and to the aims and objectives of the academy.
- Play a key role in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the pupils and the aims and objectives of the academy.

## **Leadership & Management**

- Contribute to the overall strategic direction and delivery of the department's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the department.
- Champion best practice in this area in your area of responsibility, demonstrating teaching skills and leadership qualities necessary to command respect and encourage commitment to raising standards and share best practice.

- Ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- Make full professional use of analysis information and evaluate performance data provide, reporting to SLT half termly.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- Produce reports within the quality assurance cycle.
- Support with the production of reports on examination performance, including the use of value-added data.
- Assist the Subject Leader - Maths to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- Monitor the performance and effectiveness of the Department in delivering the department's aims and objectives at the relevant KS, liaising with the HOD with any concerns.
- Responsible for data and tracking of pupils within your KS including exams and tiers, identifying pupils that need additional support and putting in place appropriate intervention strategies for those groups.
- Work with the HOD to identify pupils/groups of pupils who are underachieving and put strategies in place to tackle underachievement.
- Support the HOD in creating an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. be involved in the writing of the Department Development Plan in relation to your area of responsibility.
- In the absence of the HOD undertake department meetings and attend Subject Leaders meetings and actively contribute to the discussion.
- Be involved in coordinating the provision of extra-curricular activities, e.g. the use of resources after academy/during lunch-breaks or a club, etc.
- Coordinate links with primary schools to include enrichment activities for primary pupils utilising department resources and liaising with SLT to facilitate those links initially.
  - Work with primary staff to look at KS2 teaching and ensure continuity across the transition from KS2 to 3.
- Assist the HOD in the monitoring and evaluation, on a regular basis of the teaching and learning occurring within the department through classroom observation, curriculum implementation scrutiny and light touch for performance management purposes.

### **Subject Programme**

Accountable for ensuring that the majority of pupils make progress in line with expectations within your KS area of responsibility. Accountable for ensuring that the curriculum prepares pupils for their next Key Stage by maintaining balance; meeting departmental aims and national requirements by providing continuity and progression.

### **Curriculum**

- Liaise with the HOD to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the academy's strategic objectives.
- As appropriate, liaise with other Middle Leaders to ensure the success of departmental initiatives or whole-school ones that are led by the department.
- Support department development within the whole department.
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Be responsible for developing and updating schemes with the department team.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Support the HOD in allocating pupils to teaching sets, maintain a pattern of pupil assessment in line with Academy & department policy, including written and practical tasks and internal examinations; monitor quality and presentation of homework, progress and performance in relation to ability; promote department strategies to encourage excellence.

- Monitor the progress of subgroups within your KS and support underachievement with intervention by provision of boosters or workshops.
- Monitor the setting and quality of homework within your relevant KS area.
- Undertake such other tasks as may from time to time be required within the overall purpose of the post.

### **Effective Liaison/Communication**

- Maintain effective methods of communication with the HOD, SLT, other staff, pupils, parents, governors, external agencies and the wider community including Primary links, etc.
- agencies and parents.
- Ensure that all members of the department are familiar with aims and objectives.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Contribute to the development of effective subject links with partner schools and the community, by for example, effective promotion of subjects at Open Days/Evenings, and/or attendance where necessary at liaison events in partner schools or the wider community.
- Actively promote the development of effective subject links with external agencies
- Liaise with colleagues outside your department who are responsible for the same KS within their subject in order to identify a consistency of practice.
- Seek information from external sources e.g. subject advisors and strategy managers to support and influence the work of all in the department to ensure best practice is being implemented at all times.

### **Teacher Performance**

Aspire to high quality teaching and assessment through a range of relevant learning situations and maintaining the highest possible standards of discipline and pupil/teacher co-operation.

### **Teaching and Learning**

- Undertake an appropriate programme of teaching in accordance with duties and expectations of a high-quality teacher.
- Prepare, develop and deliver lessons in the timetabled subject, according to the schemes of work agreed within the department.
- Monitor and record the performance of pupils.
- Foster and maintain high standards of effort and discipline amongst the pupils and follow appropriate procedure when pupils fail to follow academy rules
- Encourage effective learning by the appropriate use of formative assessment, clear target setting in both school and homework, and developing teaching and learning styles which enable participation by the pupils and which enable maximum performance in personal development and in public examinations.
- Build a working relationship with form tutors to enable effective communication on matters which concern members of their tutor group.
- Foster an atmosphere of mutual respect with pupils in all classroom activities.
- Develop and foster good working relationships with all staff - teaching, support staff and external service providers.
- Be involved in all development work undertaken by the department, including producing schemes of work, programmes of study, schemes of assessment or any such similar materials.
- Display work or materials which enhance the learning environment.
- Adhere to and support all published policy statements.
- Take part in the processes of performance management as required.
- Work alongside the HOD through QA processes, including work scrutiny and light touch.
- Contribute positively to the extracurricular life of the academy.
- Adhere to the department's policy to ensure effective learning by using marking to include clear target setting in class work, coursework and homework.

## **CPD**

### **Continuing Professional Development – Personal**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- Develop skills and knowledge for mentoring and coaching colleagues.
- Maintain a professional learning log and portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- To keep up-dated in subject knowledge and new developments in Maths.
- Keep up to date with methodologies in Maths teaching to ensure teaching approaches engage those pupils requiring scientific literacy for issues they will encounter through their working lives.
- Be aware of CPD offered through subject specific organisations.

### **Values**

- Promote the work and image of the department to visitors, potential pupils and students and parents.
- Set an example to all by upholding expectations and standards and encourage the sharing of good practice.
- Promote the department in a positive light at appropriate Academy functions including Parents' Evenings, Open Evening, and Presentation Evenings etc. This may include delegating responsibility to your team members to attend certain events.

### **Health and Safety**

- Undergo Basic First Aid training and update courses if desired.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Data Protection & Safeguarding**

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

### **Attendance and Behaviour**

- To set high expectations for students' behaviour and attendance, maintaining a good standard of discipline and consistent use of the academy's behaviour policy to ensure all students are treated fairly.
- To set work for students absent from education for health or disciplinary reasons.
- To record student attendance in a timely manner and inform Year Leaders where concerns arise.
- To play a pivotal role in rewarding student achievement and positive behaviour.

### **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.
- To be a Group Tutor and teach PSHCE/Values as required.

## **Additional Roles that you may have:**

### **ITT/NQT Mentoring**

Assist with the training and development of ECT's and student teachers when required.

- Have regular meetings with students /ECT's
- Assess the student teacher /ECT portfolio of evidence and ensure it meets assessment requirements.
- Attend ECT/Student teacher – assessment training if required.
- Report to ECT Mentor - if any concerns

### **Form Tutor**

- Maintain an accurate record of attendance for each student in the tutor group if allocated a form or covering on an ad-hoc basis other form groups.
- Be responsible for the day to day pastoral care of each student in the tutor group:
  - to build relationships based on mutual trust, confidence;
  - to be aware of any students with special needs;
  - to build good working relationships with parents;
  - to offer advice on all aspects of the child's behaviour or work;
  - to monitor the health and welfare of each member of the tutor group;
  - to monitor the performance of each child and set goals via action plans developed from the review procedure.
- Attend meetings organised by the HOY and/or other members of staff, as appropriate.
- Maintain accurate records on the students' progress in all subject areas and to store and to have available all information related to the students in your form group.
- Provide information to maintain the accuracy of the Academy database.
- Ensure that the personal file of the student contains copies of all documents relevant to the student.
- Write or to be involved in writing such references as may from time to time be required.
- Monitor the personal appearance, standard of uniform, progress and behaviour of members of the Form Tutor Group.
- Check Student Planners regularly (at least weekly) and to take the appropriate action in the case of incompleteness.
- Check circulated information closely to ensure that the students are kept well informed.
- Attend assemblies as appropriate and take registers.
- Attend Parents Evenings relating to members of their tutor group as appropriate.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>REQUIREMENTS FOR THE POST</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Qualified Teacher status.</li> <li>▪ A degree in Maths (or equivalent) or in a subject closely related to Maths.</li> </ul>	<ul style="list-style-type: none"> <li>▪ An honours degree in English or a closely related subject.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Outstanding teaching practitioner.</li> <li>▪ Delivery of exceptional attainment of all pupils.</li> <li>▪ Effective use of AFL.</li> <li>▪ Successfully implemented a key departmental project/initiative which involved people management skills.</li> <li>▪ Working effectively as a form tutor.</li> <li>▪ Experience of leading a team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Developing partnerships with other schools and outside agencies.</li> <li>▪ Experience of successfully leading of a Key Stage.</li> <li>▪ Experience and proven outcomes of teaching higher tier.</li> <li>▪ Experience of writing department policy.</li> <li>▪ Experience of mentoring ITT pupils.</li> <li>▪ Developing appropriate SOW at both KS3 and KS4.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Effective use of assessment and attainment data to improve departmental standards and practices.</li> <li>▪ Up to date knowledge of Maths curriculum and the wide variety of courses available for pupils across KS3 &amp; KS4.</li> <li>▪ Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.</li> <li>▪ Consistently good/outstanding classroom management.</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of Key Stage 2 curriculum.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Excellent management skills ensuring that areas of development amongst the team are identified and addressed effectively.</li> <li>▪ Excellent communicator.</li> <li>▪ Competent user of technology.</li> <li>▪ Ability to interpret data effectively and implement intervention strategies where necessary.</li> <li>▪ Ability to adapt to every changing priorities.</li> <li>▪ Ability to identify skills within the team and utilise those skills to the benefit of the academy, individual and department.</li> <li>▪ Understand and have the ability to differentiate for the wide range of SEND pupils within the academy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of leading people and motivating others to share and support the department vision.</li> <li>▪ Evidence of planning department priorities with clear milestones of success.</li> </ul>

<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Ability to provide evidence to show a commitment to professional development.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>▪ Committed to Crofton Academy values.</li> <li>▪ Committed to achieving the best for every pupil.</li> <li>▪ Support academy ethos and values at all times both within the academy and the wider community.</li> <li>▪ Committed to inspiring pupils and staff in the development of teaching initiatives and strategies, promoting English as a subject.</li> <li>▪ Active contribution to the wider part of academy life.</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Inspirational, dedicated and motivated individual.</li> <li>▪ Desire to be the best you can be.</li> <li>▪ Passionate about the education of young people.</li> <li>▪ Passion for Maths.</li> <li>▪ Ability to stay calm under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willingness to take part in extracurricular activities</li> </ul>

**Responsibilities for Resources:**

**Line Management Responsibilities:** The job involves some direct line management responsibilities.

**Financial Responsibilities:** The job involves some direct responsibility for financial resources.

**Physical Resources:** The job involves some direct responsibility for physical resources.

**Responsibility for Policy Development:** The jobholder has no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation.

**Responsibility for Student Outcomes:** The jobholder may support students on a daily basis, with encouragement to reach their full potential in Maths and across a range of subjects taught at the Academy.

**Working Conditions:** The jobholder will work within the Maths Department on a daily basis.

**Main Contacts:** Headteacher, Deputy Headteacher, Assistant Headteacher, Director of Maths, Subject Leader Maths, Students, Teachers, and other Schools/Academies within the local area.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications/memberships
- Satisfactory references, Enhanced DBS Disclosure, and medical fitness for employment

**Date Completed:** March 2025

**Signature of Postholder:** .....

**Date:** .....