

Job Description	
Job Title: Terms & Conditions: Pay Scale/ Grade:	Maths Lead Teacher TLR2
Responsible to: Status of Post: Leadership Time:	Head Teacher Middle Leader Role Release time to be given as appropriate to schedule monitoring and support work

Main Purpose

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key accountability will be in raising the standards of teaching, learning, attainment and achievement for all pupils in Maths.

Using their professional skills, expertise and judgement, the post holder will carry out, the following duties:

Professional Responsibilities

- Model a positive attitude and approach to working within the school team with high expectations of children, staff and families.
- Analyse whole-school and year group Maths data termly and report on patterns and suggested next steps to SLT.
- Contribute to the School Improvement Plan (SIP) and Maths Action Plan by identifying key priorities that will ensure the school continues to raise standards and thrive.
- Lead in the planning and implementation of strategies where improvement needs are identified.
- Lead and assist (as appropriate) in the identification of appropriate attainment and / or achievement targets and ensure these are met.
- Monitor pupil standards and achievement against annual targets.
- Create and implement action plans drawn from relevant information that moves the pupils' performance rapidly towards at least nationally expected outcomes.
- Monitor planning, curriculum coverage and learning outcomes in Maths and contribute to development as required.
- Create and deliver a staff CPD programme that is personalised to the identified needs of children and staff.
- Challenge underperforming areas of teaching and learning and take appropriate action.
- Liaise with external support agencies, learning networks and advisors as necessary.
- Carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

Leading, Developing and Enhancing Teaching Practice

- Ensure the Maths curriculum is coherent, progressive and compliant with national expectations.
- Maintain the curriculum design and sequencing of the Maths curriculum across all year groups.

- Maintain personal expertise and disseminate this to staff, including assisting in leading INSET and personalised support.
- Jointly monitor the quality of teaching and learning through an agreed range of actions e.g. observations, learning walks, pupil voice – supporting with sharing judgements with teachers and support staff as appropriate.
- Lead or assist (as appropriate) with planning and implementing strategies to improve teaching and learning where needs are identified.
- Support all staff in identifying patterns in pupil performance (including gaps for groups and overtime performance) and develop staff members to address issues identified to effectively use formative and summative assessment data to inform planning.
- Monitor teachers’ planning and provide feedback to ensure it meets agreed criteria.
- Model outstanding teaching generally to inspire all staff to secure and sustain high standards of teaching, ensuring all pupils reach their full potential and can be the best they can be!
- Champion Maths around school amongst both staff and children, operating an open-door policy to support staff (redirecting as required) and welcoming staff members to observe the good practice demonstrated in your classroom
- Ensure both children and staff engage in Maths activities across the curriculum and develop a love of learning Maths through exposure to extracurricular activities and opportunities.

Health & Safety

- Co-operate with health and safety requirements.
- Report all defects and hazards to the members of staff responsible for this in your school.
- Follow the action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts. Inform employer of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.

Responsibilities

- Promote and ensure the health and safety of pupils (staff & visitors) at all times.
- Be aware of and comply with all school & United Learning policies and procedures.
- Contribute to the overall ethos/work/aims of the schools within Oxford Cluster
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Ensure health and safety policies and procedures are complied with at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of the school.
- Maintain confidential and professional conduct at all times

Performance Management

- To participate fully in the trust’s Performance Management process
- Attend relevant INSET training for your role

Knowledge, Skills & Experience

- Keep up to date with developments relating to your role.
- Review and maintain your own professional practice through agreed development activities.

- Ensure statutory requirements are met.
- Ensure a secure knowledge and understanding of all school policies and procedures

Personnel

- Identify Continuing Professional Development (CPD) needs for yourself.
- Support the CPD of others.
- Able to undertake physical elements of the role.
- Practical with DIY skills
- Well organized, conscientious & reliable
- Flexible in their approach to planning their working day.
- Communicate effectively with all members of the team.
- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with line managers as agreed

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the amount of time spent carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may vary to meet the changing demands of the school at the reasonable discretion of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the duties as set out in the foregoing.

Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

All applicants will be subject to a safer recruitment process, including disclosure of criminal records and other vetting checks; the interview will include questions about safeguarding and protecting children.

References will be requested, and an online search will be completed for all shortlisted applicants who are invited to interview. On the day of interview all shortlisted applicants will be required to provide photographic ID and asked to complete a Self-disclosure form.

(Post holder)

Name	
Signature	
Date	

Person Specification – Maths Lead		
<i>Windale School is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment</i>		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status. • Consistently good (or better) lesson observations. 	<ul style="list-style-type: none"> • Evidence of commitment to further professional development. • Middle Leadership / Senior Leadership qualifications.
Experience	<ul style="list-style-type: none"> • An awareness of current best practices in primary education based on research evidence. • Experience of leading a curriculum subject and participating in a team approach to management, including the management of change. • Leading CPD at a whole-school level that has sustained impact. • Experience of analysing whole school data, including key sub-groups of pupils. • Excellent classroom organisation and class management. • The ability to lead by example. 	<ul style="list-style-type: none"> • Teaching within the whole primary-school age range. • An understanding of how Rosenshine’s ‘Principles of Instruction’ can be implemented to improve teaching and learning. • Experience of leading improvements at whole school level. • Evidence of promoting a consistently high standard of teaching and learning. • Evidence of utilising whole school data to move the school forward. • Experience of using Target Tracker or similar data analysis package.
Knowledge and understanding	<ul style="list-style-type: none"> • Experience of monitoring some aspects of school effectiveness and reporting on this to SLT. • Whole-school challenges and solution focus. 	<ul style="list-style-type: none"> • Appreciate the significance of learning through play in the Foundation Stage and its relevance to the curriculum throughout primary school. • Knowledge, experience and understanding of the progression in Maths across the full primary age-range.
Skills	<ul style="list-style-type: none"> • Participate and lead effectively in strategies to support staff development. • Create a positive team spirit, delegating and negotiating, when necessary, with sensitivity. • Use ICT competently in teaching and administration. • Excellent written and presentation skills. • An ability to inspire staff when leading CPD. 	<ul style="list-style-type: none"> • An ability to develop and maintain excellent links with parents, governors and external agencies. • Successful experience of engaging parents in the learning process.

Personal characteristics	<ul style="list-style-type: none">• An ability to think clearly, be open to change and be solution focused.• Organised• Resilient• Positive• Enthusiastic• Proactive	
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