

KS3 Lead for Mathematics
Grade: TLR 2

This post carries the following responsibilities in addition to the generic duties assigned to all teaching posts.

Purpose:	<ul style="list-style-type: none"> To support the Faculty Leader and to deputise when and where appropriate. To develop the quality of teaching and learning in KS3 within Maths under the direction of the Faculty Leader. To be accountable to the Faculty Director for pupil progress in Maths in KS3. To develop and enhance the teaching practice of others. To monitor and support the overall progress and development of students as a manager within the faculty area. To support the implementation of the school improvement plan priorities within maths.
Reporting to:	Faculty Leader for Mathematics
Operational/ Strategic Planning	<ul style="list-style-type: none"> To monitor and follow up student progress in KS3. To assist in the development of appropriate resources, schemes of work, marking policies, assessment and teaching strategies in the curriculum within maths. To assist on monitoring the quality of teaching and learning. To assist in the implementation of school policies and procedures. To assist in planning activities which ensure a reflection of the needs of the pupils and the aims and objectives of the school. To support the Faculty Leader in the application APP in the curriculum area.
Curriculum Provision:	<ul style="list-style-type: none"> To liaise with the Director of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in KS3 which complements the school's strategic intents.
Curriculum Development:	<ul style="list-style-type: none"> To support development within the whole school curriculum with particular emphasis on numeracy. To keep up to date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To liaise with the Faculty Leader to maintain accreditation with the relevant examination and validating bodies.
Staff Development, Recruitment and Deployment	<ul style="list-style-type: none"> To work with the Faculty Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To contribute to Performance Appraisal Review and to act as reviewer for a group of staff. To promote teamwork and to motivate staff to ensure effective working relations. To participate in the school's ITT programme as required.

Quality Assurance:	<ul style="list-style-type: none"> To ensure the effective operation of quality control systems with relation to teaching and learning. To assist in the process of the setting of targets within the curriculum at KS3 and to work towards their achievement. To help establish common standards of practice within the curriculum and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the curriculum. To contribute to the school procedures for lesson observation. To implement the school quality procedures and to ensure adherence to those within the curriculum. To participate in the monitoring and evaluation of the faculty area in line with agreed School self evaluation procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required within the relevant subject area.
Management Information:	<ul style="list-style-type: none"> To assist in the use of analysis and evaluation of performance data. To assist in the production of reports on examination performance, including the use of progress data. To assist in the identification of exam entries within the faculty.
Communications:	<ul style="list-style-type: none"> To help ensure that all members of the Maths department are familiar with its aims and objectives. To liaise with partner schools, further education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
Marketing and Liaison:	To contribute to the school liaison and marketing activities, eg, support with primary liaison activities.
Other specific Duties:	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and pupils to follow this example To promote actively the school's corporate policies. To continue personal development as agreed. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. To be courteous to all colleagues and provide a welcoming environment to visitors and telephone callers <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Note

- 1) Whilst the list overleaf provides a framework to inform post holders of the broad nature of this role, it is not meant to be exhaustive. All roles may be reviewed and the precise nature of the job description may change.
- 2) Responsibilities are subject to general duties and responsibilities contained in the statement of the Teacher's Pay and Conditions 2004.
- 3) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed as definitive.