



# JOB DESCRIPTION

## Lead Practitioner in Maths

<b>REPORTS TO:</b>	Headteacher/ Associate Headteacher
<b>PAYSCALE:</b>	Leadership Scale Points 1 to 7 (£45,524 to £52,700)
<b>LOCATION</b>	Burnt Mill Academy
<b>TERMS:</b>	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Head of School.
<b>CONTRACT:</b>	Permanent – Full Time, September 2023 start

### PURPOSE OF THE JOB

- To provide leadership in excellent teaching in your own curriculum area and other areas within the academy
- This post is also to provide leadership of outstanding learning and progress across the academy
- The post will require you to work in partnership with the Headteacher, Subject leads, LGB members and staff to ensure the continuous improvement of the academy

### Liaison with:

- The post-holder is responsible to the Headteacher and Associate Headteacher in all matters
- The post-holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the School's vision and values.
- The post-holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### Specific Responsibilities

- To enable staff to plan high quality learning activities within the Maths Department
- To create and lead the school's 'Improving teachers programme' to ensure outstanding progress with a focus on new teachers to the profession (termed new staff), second year teachers and those teachers who require extra support.
- To monitor and evaluate the quality of learning from new staff in all subject areas.
- To create a classroom environment that facilitates research and independent learning.
- Contribute to the internal CPD programme for Maths and the wider school.
- To develop and lead the 'Improving teachers programme' across all year groups.

### Main Expectations of the role

#### 1. Shaping the future

- Support the Headteacher, SLT and LAB members in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity when developing teaching across the academy
- Play a leading role in the school improvement planning process, in particular areas of school improvement in the area you lead.
- Contribute to the identification of key areas of strength and weakness in teaching in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, to set a good example to other colleagues.
- Promote a culture of teamwork, in which views of all members of the school and community are valued and taken into account
- Contribute to the self-evaluation of the school and lead the self-evaluation of teaching within the academy

#### 2. Leading Learning and Teaching

- Provide detailed analysis of key school performance data to a variety of audiences, including the SLT, LGB members and other groups
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
- Support strategies to promote high standards of behaviour.
- Lead the monitoring of teaching.
- Provide support for colleagues in improving the learning environment to enhance learning and increasing engagement.

#### 3. Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people by being the lead on Health and Safety in the school.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

#### 4. Managing the organisation

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
- Develop action plans in specified areas of responsibility, in order to bring about improvements.

- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Being a presence in the school corridors at lesson changeover, break times and lunch sessions as required.

#### **5. Securing Accountability**

- Support the LGB members in meeting its responsibility to ensure teaching is outstanding.
- Work alongside the Headteacher, Associate Headteacher and SLT to secure improvement through Performance Management; take responsibility for the performance management of staff you directly line manage.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups.
- Contribute to the reporting of the performance of the school to parents, carers, LGB members and other key partners.

#### **6. Strengthening Community**

- Contribute to strengthening partnerships with other schools and services to enhance learning and teaching across the community.
- Gain an understanding and ensure that Specialisms, Extended School, Learning Environment add to the quality of teaching for learners.
- Contribute to policies and practices that promote equality of opportunity and tackle prejudice through teaching of learners.
- Contribute to the development of teaching of learners.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupil's achievement.

#### **Additional duties:**

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing duties each week as required by the Headteacher/ Associate Headteacher
- To support student progress by completing one homework club session and/or one enrichment/booster session after school each week as required by the Headteacher.

#### **Other specific duties:**

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Head of School not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

### **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Math's Lead Practitioner			
		Essential	Desirable
<b>Qualifications and documentation</b>	1. Honours Degree 2. Qualified Teacher Status in subject area relevant to the Subject 3. Enhanced DBS & validated references 4. Eligibility to work in the UK 5. Evidence of further professional development relevant to the post	X X X X X	
<b>Experience</b>	1. Proven record as an outstanding teacher with a proven track record of securing outstanding outcomes for students over the last three years (depending on experience) 2. Experience of in tracking and monitoring student progress 3. Experience of leading, managing and supporting staff	X X X	
<b>Knowledge</b>	1. An understanding of the expectations Ofsted Framework regarding effective teaching & learning 2. Good knowledge of Microsoft Office 3. Have a critical understanding of the most effective teaching, learning and behaviour management strategies, including how to select and use approaches that personalise learning to provide opportunities for all learners to achieve their potential 4. Have an extensive and deep knowledge and understanding of their subject/ curriculum area and related education gained for example through involvement in wider professional networks associated with their subject/curriculum area. 5. Have an extensive knowledge on matters concerning equality, inclusion and diversity in teaching. 6. Knowledge of effective strategies to include, and meet the needs of all pupils, in particular, underachieving groups and pupils with EAL and SEN. 7. The knowledge of curriculum, including examination specifications. 8. Know how to improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school. 9. Understanding safeguarding requirements.	X X X X X X X X X X	
<b>Skills / Competencies</b>	1. Attention to detail 2. Ability to relate well to children and adults 3. Ability to work independently and manage workload 4. Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities 5. Ability to communicate effectively to colleagues, students and parents 6. Ability to form and maintain appropriate relationships and demonstrate personal boundaries with children and young people	X X X X X X X X	

