



JOB DESCRIPTION	
<b>Post:</b>	<b>Lead Teacher of Key Stage 3 Maths</b>
<b>TLR:</b>	<b>2.1</b>
<b>Responsible to:</b>	<b>Head of Maths and Computing Faculty</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• <b>The performance of target groups as documented in agreed Appraisal targets.</b></li> <li>• <b>The formulation and implementation of an Action Plan to address an agreed gap in attainment in the faculty.</b></li> <li>• <b>The teaching and attainment of all students studying Maths at Key Stage 3.</b></li> </ul>
<b>Line Manages:</b>	•

#### Strategic Purpose:

- To support the Head of Faculty to provide professional leadership for Maths to secure high-quality teaching, effective learning and high standards of achievement for all students.
- To work with the LG Teaching and Learning Team, the Head of Faculty to effect the continuous improvement of teaching and learning in Key Stage 3 Maths.
- To engage in an ongoing professional dialogue with the Head of Maths and Computing, to monitor standards of teaching and learning, and to facilitate the sharing of good practice.
- Create an outstanding Key Stage 3 Maths curriculum which will lead to students making rapid and sustained progress.
- Address an identified attainment gap in student achievement.

#### Specific Responsibilities:

- Set high expectations with regard to assessment and feedback in Key Stage 3 Maths.
- Lead the planning and implementation of the Key Stage 3 Maths curriculum at all key stages which –
  - Promotes good student progress and outcomes in line with school set targets.
  - Uses planned homework and assessments to consolidate and extend the learning students have acquired.
  - Stretches and challenges students of all backgrounds, abilities and dispositions
- Ensure data is used diagnostically to track student progress in Key Stage 3 Maths.
- Co-ordinate targeted intervention in Key Stage 3 Maths.
- Contribute to the production of the Maths and Computing Faculty Key Stage 3 data analysis as directed.
- Contribute to the production of an annual faculty improvement plan as directed.
- Lead the formulation of an Action Plan to address an identified attainment gap as agreed in Faculty External Examination Review.
- Lead the enrichment offer for Key Stage 3 Maths students (e.g. entry to the UK Maths Trust Junior Challenge).

**Operational Responsibilities:**

- Conduct ongoing monitoring, evaluation and review of lesson quality, learners' work (including homework) and the quality / impact of assessments and feedback and the quality and impact of moderation processes in Key Stage 3 Maths.
- Together with the Head of Faculty, ensure that staff identified as needing additional support are provided with the appropriate coaching and mentoring to improve their practice.
- Ensure Maths staff are assessing, monitoring and recording student achievement as per school policy and are providing detailed feedback to students as appropriate.
- Lead the implementation, monitoring and evaluation of the Action Plan formulated to address the identified attainment gap.
- Ensure timely and appropriate intervention is used to ensure students make progress towards their curricular targets in Maths and provide evidence of impact.
- Monitor and evaluate progress with sections of the Faculty Improvement Plan as agreed with the Head of Maths and Computing on an ongoing basis.

**General:**

- Adhere to all elements of the current Teachers' standards.
- Play a full and active part in the wider life of the school, make a positive contribution to its ethos and encourage staff and students to follow this example.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Communicate effectively with parents with regard to students' achievements and well-being.
- Undertake daily duties as agreed with the Headteacher.
- Support and uphold school policies.
- Attend faculty, staff, house and school meetings as directed.
- Adhere to the requirements of a classroom teacher's job description when acting in that capacity.
- Communicate the school's vision to staff, students, parents and Governors.

**Please note the following:**

- The duties 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 Headteacher with the agreement of the postholder, to reflect or anticipate changes in the job commensurate with the salary and job title.
- 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 the Leadership Group to undertake work of a similar level that is not specified in this job description.
- 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.

**Signature of****Postholder:****Date:**

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