

**HARROGATE HIGH SCHOOL  
NORTHERN STAR ACADEMIES TRUST**

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**JOB DESCRIPTION**

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**Title of Post**                      **LEARNING DIRECTOR OF MATHEMATICS**

**Salary:**                              UPS / MPS plus TLR 1.2 (£10,710)

**Line Manager and responsible for reviews:** AHT/DHT

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Learning Directors have the responsibility of leading and managing their staff team, and all aspects of the Faculty, so that all students learning their subjects do so in an engaging and interesting way, within a stimulating learning environment.

**Professional Responsibilities of all teaching staff**

In addition to the responsibilities of class teacher as set out in the school teachers' pay and conditions document (and supporting documentation) they will also undertake the following duties and responsibilities:

**Purpose of the post:**

They will establish and promote the MATHS Faculty as a beacon of excellent practice within the school through the provision of high-quality teaching and learning, continuous academic progress and the effective use and management of all the Faculty's resources. They will promote and act within the school policies within the faculty and lead and manage the Faculty's (teaching) staff. They will also be an active member of the school extended leadership group.

**Responsibilities of the post:**

Reporting to the Assistant/Deputy Headteacher, the Learning Director will be accountable for leading, managing and developing both the curriculum and staff in their Faculty to ensure the academic progress of all students.

**Impact on educational progress beyond the teacher's assigned pupils**

- Set achievement and improvement targets for students at departmental and Faculty level, and implement action plans to achieve targets and improvement.
- Evaluate examination performance in relation to targets, to other Faculties, to the school and to the national picture.
- Establish Faculty plans in line with the Academy Development Plan (ADP). Take an active

role in the production, and ensure delivery of, the ADP. Write, review and implement the Faculty Development Plan.

- Establish and implement a policy of assessment, recording and reporting pupil progress in line with school policy.

### **Leading, developing and enhancing the teaching practice of others**

- Through the school's formal self-evaluation structures, monitor lesson planning and delivery to ensure the maintenance of high-quality teaching and learning and swiftly identify and manage poor quality teaching within the Faculty.
- Promote best and innovative practice to enrich the range of teaching and learning styles in the Faculty which best meet the needs of all pupils.
- Develop all Faculty staff and provide training for all teachers in the Faculty. Ensure that all staff maintain their continuous professional development.
- Take a lead in whole school Inset.

### **Accountability for leading, managing and developing a curriculum area**

- Plan, deliver, monitor and evaluate the curriculum in Faculty.
- Develop and implement department plans, targets and practices.
- Oversee the integration of contexts for learning, literacy and numeracy skills into the schemes of learning.
- Co-ordinate the identification of the individual needs of all students and ensure that provision is made through appropriate personalisation and differentiation.
- Ensure all students are taught in appropriate teaching groups based on prior and current attainment data, and accurate formative and summative assessment.
- Be responsible for student behaviour within the Faculty, and the management of the positive behaviour policy.
- Organise examinations and assessments, ensure that external examination entries are submitted on time, and monitor and evaluate external examination results.
- Review Faculty schemes of learning and the Virtual Learning Environment (VLE).

### **Personnel, Standards and Performance Management Responsibility**

- Manage and deploy staff in the Faculty, including managing staff capability, discipline and attendance.
- Build a team spirit within the Faculty, using professional development, praise and department meetings to encourage the team to share good practice. Support each other and share common goals.
- Ensure that staff are aware of the nature and standard of work required;
- Make appropriate arrangements to cover staff absence, including liaison with supply staff and the setting of learning.

- Manage staff appraisal for the Faculty, evaluating performance and overseeing the appraisal of teachers.
- Monitor the quality of learning and teaching within the Faculty through classroom observation, and annually updated schemes of work.
- Ensure that students' work is regularly assessed and examination results are analysed
- Share responsibility for deciding what developments are needed together with the implications for staffing and resources.
- Assist the Head of Academy in the selection of new staff including appointment procedure and the decision making.
- Be responsible for communications within the Faculty.
- Manage any support staff members attached to the Faculty.
- Promote school policies and ensure they are maintained within the Faculty.
- Support the professional development of staff and identify training needs.
- Convene and chair regular meetings of Faculty staff.
- Manage parent contact with Faculty.
- Produce departmental documentation including the Faculty Handbook, Safeguarding, Health and Safety Policy, and oversee the quality of Schemes of Learning.
- Monitor the quality of reports provided for parents.

### **Resources/Administration**

- Maintain accurate and relevant information on students and staff.
- Record and review student assessment information through effective use of relevant IT systems.
- Establish staffing needs.
- Oversee the Faculty inventory and manage financial and stock control.
- Be responsible for maintaining appropriate records e.g. Safeguarding, Health and Safety.
- Supervise teaching rooms and ensure a stimulating and attractive learning environment.
- Explore opportunities to develop and incorporate new resources.
- Be responsible for the corridor/accommodation environment within the Faculty.
- Ensure compliance with the regulations governing Health and Safety and Safeguarding within the Faculty ensure safe working and learning environment in which risks have been properly assessed.
- Undertake policy development researching and analysing internal and external data.

### **Budgets and Financial Management**

The Learning Director of Maths will share responsibility for supervising the formulation of annual budget bids by faculty staff within the Faculty Development Plan and the regulation and supervision of expenditure across their Faculty.

### **Whole School Responsibility**

- To lead by example and join the extended School Leadership Team.
- To continue to develop teaching and learning strategies.
- To take a leadership role in whole school initiatives.
- To represent the Faculty on working parties, as and when appropriate, as requested by the Head of Academy.
- To encourage and extend extra-curricular activities.
- To support the development of personalised learning by taking forward new initiatives.
- To support the cross-curricular developments embraced by the school's engineering specialism.

### **General and Review**

The Learning Director of Maths will also undertake such duties as may from time to time be reasonably assigned by the Head of Academy, operating within the provision of the School Teacher's Pay and Conditions of Employment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Signed:.....(Post holder)

Signed:.....(Line Manager)

Date:.....

*This Job Description can be amended at any time with the agreement of the Head of Academy and the Post Holder*