



Job Description for Assistant Curriculum Leader Mathematics

Responsible to: Curriculum Leader Mathematics

Salary: TLR2b (£5.023)

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Job descriptions are regularly reviewed and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

General Duties

You will be expected to 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.

The core purpose of the assistant curriculum leader is to assist the Curriculum Leader (CL) Mathematics in leading and managing the mathematics department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. These responsibilities are in addition to those set out in the National Standards for qualified teachers.

Strategic development of Mathematics

- Assist the CL Mathematics with the development and implementation of policies and practices in line with school policies;
- Assist with the preparation of improvement plans as necessary;
- Produce reports for the CL Mathematics as required;
- Deputise for the CL Mathematics when required.

Teaching and learning

- Contribute to the development of teaching and learning in the department by teaching consistently good, or better, lessons across all key stages;
- Commit to the development of teaching and learning by consistently reflecting on classroom practice and engaging constructively with feedback;
- Assist the development of outstanding teaching across the department by modelling reflectivity and a commitment to improvement

It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school.

Assist the CL Mathematics in:

- Ensuring that records of individual students' progress are being maintained by all staff according to departmental and school policies;
- Ensuring that schemes of work are being delivered appropriately and teachers are clear about the learning outcomes of lessons;
- Providing guidance on the choice of appropriate teaching and learning methods;
- Establishing and implementing clear policies for assessing, recording and reporting on student achievement;
- Monitoring and evaluating the quality of teaching and standards of achievement, setting targets for improvement.

Leading and managing staff

Assist the CL Mathematics includes:

- Helping staff through constructive working relationships with students and encouraging an acceptance of accountability through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate;
- Undertaking the performance development of staff as required by school policy;
- Auditing the training needs of staff;
- Leading the professional development of staff through example and support and co-ordinating the provision of high quality professional development by methods such as coaching;
- Where necessary, working with the leadership team and CL Mathematics where there are staff concerns or absence;
- Leading the development and assessment of KS3, 4 and 5 curriculum including schemes of work, assessment data collection and practical exam organisation.

Efficient and effective development of staff and resources

- Ensure there is a safe working environment in which risks are properly assessed.

General Responsibilities

- The relevant professional standards apply for this post.
- It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school and to follow school and department policies and procedures.
- You have specific responsibilities under Health & Safety legislation to ensure that you:
 - Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
 - Cooperate on all issues involving health and safety
 - Use work items provided for you correctly, in accordance with training and instructions
 - Do not interfere with or misuse anything provided for your health, safety or welfare
 - Report any health and safety concerns to your line manager as soon as practicable

It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school.

- As a Manager you also need to be fully aware of the relevant activities expected of you in relation to Health & Safety, including the need to ensure:
 - All new employees, that you manage, are fully briefed at induction
 - Your team is regularly reminded of key issues and responsibilities
 - Your staff undertake appropriate health and safety training, including refresher training as necessary
 - You carry out risk assessments, and implement them, for processes, operations and activities under your control and H & S is under regular consideration
 - Your staff are set appropriate development objectives as part of performance development.