

 **JOB DESCRIPTION/PERSON SPECIFICATION**

**MATHEMATICS LEADER AND MEMBER OF SLT**

|  |  |
| --- | --- |
| **Title:** **Grade of Post:**  | Mathematics Leader and member of the Senior Leadership TeamTL2b £4,785 |
| **Status of Post:**  | **This is a senior post within the school’s staffing structure, which carries with it membership of the Leadership Team. This post holder is accountable to the Headteacher. You are responsible to the Headteacher, Deputy Headteacher and the Governing Body and you are responsible for: the leadership of mathematics.**As a member of SLT, 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 Headteacher.  |
| **Job Purpose:**  | To provide leadership, development and management of the teaching and learning of mathematics for all pupils. To take a lead role in the monitoring and evaluation of standards of mathematics across the whole school and to be a leading professional actively promoting effective teaching and learning practices in mathematics across the school. |
| **Reporting to:**  | The post holder is responsible to the Headteacher in all matters. The post will require you to work in partnership with the Headteacher, Governors and staff to ensure the continuous improvement of our school. |
| **Main Duties of the Senior Leadership Role**  |
| **Shaping the Future**  | Support the Headteacher and Governors in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity. Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives. Contribute to the identification of key areas of strength and weaknesses in the school with detailed reflection on day to day working knowledge of the school’s policies and practices.Exemplify the agreed policies, priorities and expectations, so as to set a good example to colleagues.Develop and enhance the culture of team work, in which the views of all members of the school community are valued an taken into accountContribute to the self-evaluation of the school. |
|  |
| **Leading Learning and Teaching**  | Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and standards improve. Promote the active involvement of pupils in their own learning across the school Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school. Coach and develop staff to maximise impact on effective teaching and learning. Through liaison and guidance, work closely with year group leaders to ensure the best learning opportunities for children. Develop and enhance a broad and rich curriculum which meets the needs of all pupils in the school. Monitor and evaluate standards in teaching and learning across the school. Exemplify and share best practice across the school.  |
| **Developing self and managing others**  | Set high expectations for your own performance and that of others. Engage in relevant continued professional development activity. Contribute to the development of collaborative approaches to learning within the school and beyond. Monitor the quality of teaching and colleagues’ professional impact and report the evaluation to SLT and governors. Lead, manage and organise meetings as appropriate in support of the school’s aims. Support the school’s ethos, promoting the school’s values and principles. Make a distinctive contribution to the wider school team and continued development of Whiteheath Junior School. |
|  |  |

**Specific responsibilities of the Mathematics leader role**

|  |
| --- |
| **Job Purpose** |
| * To carry out the duties of a Subject Leader with responsibility for mathematics. To lead the teaching of mathematics, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all.
 |
|  |
|  |
|  |
| **Specific Responsibilities:** |
| * To be accountable for leading, managing and developing a mathematics curriculum throughout the school.
* Ensure that the action plans for mathematics are reviewed on a termly basis with specific numerical targets contributing to the School Development Plan.
* To lead, manage and develop an inspiring Mathematics curriculum that complements raising standards across the curriculum.
* Deliver and organise staff INSET in mathematics, which impacts on raising achievement and leads to accelerated progress.
* Monitor the planning across the school for the mathematics curriculum to ensure that it is relevant to the needs and abilities of all pupils.
* Motivate staff by personal influence, enthusiasm and excellent practice, raising the profile of Mathematics through enrichment activities.
* Manage a budget for mathematics and prioritise the expenditure according to the needs of the school.
* Keep up-to-date with current information and research by attending courses, workshops and through personal reading.
 |
| **Leadership Responsibilities:** |
| * To be proactive as the Mathematics Subject Leader, meeting regularly with the SLT to discuss strategic actions for this aspect of the curriculum across the school.
* To support actively and implement all agreed school policies whilst carrying out the normal course of teaching duties.
* Inform parents of current initiatives and practice throughout the school by means of letter, website, curriculum meetings and workshops.
* Update Governors of developments in Mathematics; speak at GB meetings and committees.
* Attend LA Network Meetings and seek advice from other relevant training organisations.
 |

***Note***

***This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed regularly.***

**Signature of Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSON SPECIFICATION**

**Experience and skills**

Excellent interpersonal, communication and organizational skills

Able to demonstrate vision and strategic leadership of English

Ability to lead and support other staff within the school which impacts on standards and achievement

Experience of leading staff training and supporting colleagues

Proven success in raising standards in own teaching

High expectations of achievement and behaviour

Excellent subject knowledge of the English curriculum

Experience of working with other schools

**School ethos**

A belief in child centered, active learning to engage, challenge and have high expectations of children

Ability and willingness to work collaboratively and supportively with the school team, making positive contributions to school self-evaluation and school improvement plans

**Relationships**

An understanding of the need for confidentiality

An ability to relate well to individuals and groups and to take appropriate contact with parents, other schools and external agencies as necessary

**Attitude and temperament**

Positive attitude to teaching and leadership and all aspects of school life

Be proactive in areas of responsibility and have an awareness of whole school issues

A commitment to school improvement and to developing own professional skills

A willingness to take on delegated tasks as appropriate to the post

Be able to show a committed, loyal, professional attitude to the school, openly modelling its aims and values

Be willing to contribute own ideas in staff meetings and senior leadership meetings

Be ‘solution’ orientated when faced with problems

Have a sense of humour