



Job Description

Maths Subject Leader and Phase Leader

Main Purpose of the Post

In addition to those professional responsibilities which are common to all classroom teachers in the school, the postholder's key accountability will be for raising the standards of teaching, learning, attainment and achievement for all pupils across the curriculum. The principle mechanisms for discharging these duties will be through:

- Working effectively with the Headteacher
- Working effectively and responsibly within the Middle Leadership Team
- Leading the quality of teaching and learning Maths

Professional Responsibilities

The post holder will be required to exercise his/her professional skills and organisational expertise and judgment to carry out, in a collaborative manner, the professional duties set out below:-

Accountability for leading, managing and developing Maths.

- The primary role as Maths leader is to oversee pupil progress within this subject area. To support high quality teaching and learning across the school:
- Establish clear priorities for the curriculum as part of whole school planning and development.
- To monitor and evaluate the subject in line with the school monitoring calendar so key priorities can be identified for improving standards of teaching, planning as well as for identifying further areas for improvement.
- Lead and manage pupil development, achievement and attainment in Maths across the whole school;
- Manage resources efficiently within the subject area so that teaching and learning is effectively supported;
- Establish CPD needs and opportunities for all staff;
- Monitor planning, curriculum coverage and learning outcomes within Maths
- Lead in the development of effective teaching and learning styles;
- To use data to make informed judgements on standards across school, noting patterns in pupils' achievements.
- To target set accordingly by using data to monitor progress
- To set challenging curricular targets to track pupil progress, inform teaching and raise standards
- To update policies for the subject;
- Manage a learning and resources budget, maintaining an accurate, yearly updated inventory of all resources and replacing and or updating missing resources.
- Define and agree appropriate improvement targets for the school development plan;
- Meet with the Maths Link Governor with subject updates.

Leading, developing and enhancing the teaching practice of others, as Phase Leader.

- Working with other relevant teachers in the key stage/team;
- Maintain personal expertise and share this with other teachers;
- Monitor the quality of teaching and learning, giving clear and helpful feedback and sharing judgements with teachers and support staff as appropriate;
- Plan and implement strategies to improve teaching where needs are identified;
- Lead teachers planning within the phase and provide feedback to ensure it meets agreed criteria;
- Monitor learning environments in the phase and provide feedback to ensure they meet agreed criteria;
- Act as an excellent role model of good classroom practice for other teachers, modelling effective strategies with them;

Leadership responsibility – the wider school

- Share whole school responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale;
- Assist the Headteacher in maintaining and developing a positive and constructive partnership with parents, the local community and other stakeholders;
- Share responsibility for the pastoral care and behaviour management of children;
- Encourage the practice of working as a team
- Ensure high levels of professional accountability are held within the team;
- Maintain high standards of classroom organisation;
- Maintain high standards of professionalism at all times;
- Meet deadlines;
- Ensure the school is a safe and well organised environment;
- Remain up to date on developments and issues with regard to the leadership and curriculum of a primary school

Other duties and responsibilities

The post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.