**The Leathersellers’ Federation of Schools**

**Prendergast Primary School**

**Primary Maths Lead & Phase Leader**

**Salary**

Teacher’s Main Pay Scale/UPR plus TLR 2B

**Line Management**

Reporting to Head of School / Leadership Team

**Job Content**

* To be accountable for leading, managing and developing Maths across the Primary school
* To raise standards of pupil attainment and achievement within all areas of whole school Maths, and be accountable for pupil progress and development in Maths
* To work with colleagues to design engaging and challenging schemes of work and lessons
* To plan, resource and deliver highly effective and inspiring lessons Maths lessons and develop and enhance the teaching practice of others
* To ensure the provision of an appropriately broad, balanced, relevant and adaptive curriculum for pupils throughout the school, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head of Primary school
* To effectively manage and deploy teaching and support staff, financial and physical resources within Maths to support the delivery of the curriculum
* To ensure they are prepared for any benchmarking or assessment visits/inspections
* To promote understanding, value and a love of Maths within the pupil and parental community
* To establish and sustain wider professional relationships relevant to the development of Maths, e.g. cross-Federation and with other schools/organisations
* To be responsible to Head of School for co-ordination of the work in relevant phase
* To contribute to the effective working of the school and the Trust (including implementing all policies fully)
* To always conduct themselves with professionalism and integrity, acting in the best interests of the pupils

**Main Responsibilities**

**Maths:**

* To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies
* To keep up to date with the developing pedagogical context/climate and engage with evidence-based approaches to teaching and learning, relevant to the Maths
* To manage the effective deployment of staff and physical resources
* Motivating and inspiring pupils so that they are ambitious and enjoy their learning, and can manage their own learning effectively
* To actively monitor and follow up pupil progress
* Participating in preparing students for internal and external assessment/examinations.
* To develop policy and oversee its implementation, facilitating initiatives to develop curriculum area, including the school’s involvement in national initiatives (e.g. Healthy School status or similar)
* To enrich the curriculum with trips and visits to enhance the learning experience of all pupils
* To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school. To ensure the planning activities reflect the needs of the pupils within Maths
* To identify and attend relevant CPD for self and identify/signpost CPD for others
* Work with the Leadership Team to develop and implement strategies that result in the raising of achievement in Maths for all groups of children
* To foster development of curriculum area within the school to ensure high quality teaching and learning experiences
* To ensure that Health and Safety policies and practices, including risk assessments, are implemented where appropriate
* To produce an Action Plan (including a timeline) that integrates all the strategies to improve teaching and pupil achievement for curriculum area and to ensure its implementation to time and to budget
* To implement school policies and procedures

**Phase Management**

* To work with other Phase Leaders and core leaders on curriculum matters for the relevant phase
* To organise and facilitate regular phase team meetings
* To monitor planning within relevant phase
* To monitor the implementation of school policies in the relevant areas of the phase
* To support Head of School in monitoring progress and achievement in their phase
* To liaise with pupils and parents within the phase to promote positive experiences and outcomes for pupils
* To support staff within the phase to effectively communicate and collaborate with others, e.g. colleagues and parents/carers

**Conditions of Employment**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment)
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing board
* To uphold the school’s policy in respect of child protection and safeguarding matters.
* To be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions Document
* The post holder may be required to perform any other reasonable tasks after consultation
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder
* All members of staff are required to participate in the school’s appraisal scheme